

FOOD SERVICE PROCEDURES:

Food on Campus - All events that include food* and or beverage* as part of the event need to coordinate the food and or beverage items with Instructional Food Service.

Please call our Coordinator Jason Pham for assistance or email

Catering - Instructional

Food Service has the [right of first refusal](#) for catering food and beverage on campus. The Instructional Food Service will make every effort to be competitive in cost and selection.

Our catering menu is dist of our most popular items, but we are more than happy to create a menu that fits within your budget.

If Instructional Food Service declines your request for food and/or beverage service, please follow procedures outlined in Outside Catering below:

Use of Outside Catering – Any food or beverage brought from off campus for catering purposes needs approval from the General Manager of Instructional Food Service prior to its use. Cu Tw () fj 0 3/.-0.048 Tw -428.484 -16.2 e (use.)Tj 0 Tc 0-428.484 fooduse.to

4. All campus orders must have a purchase order for any order over \$100 as required by the business office.

Food Service Procedures for Student Government Clubs:

1. A completed and signed Special Events Application should be submitted to the General Manager for approval and signature at least 5 business days prior to the event date. This form is located in the ASOCC office.
2. It is strongly suggested to take an online safety and sanitation [course](#) and watch a [video](#) on handling food* safely prior to having your event with food*
3. Outline of hand-washing station that includes water that is at least 100° Fahrenheit (38° Celsius), liquid hand soap, paper towels and a trash receptacle or a location within 200 feet of the event that possesses the above items.
4. Outline how food* will be kept at the proper holding temperatures:
 - a. *Hot Food – Hot foods must be kept at a temperature of 135° Fahrenheit (57° Celsius) providing the ambient room temperature is not greater than 70° Fahrenheit (21° Celsius) and may be left out for a period of no more than 4 hours, including its preparation and delivery if not using hot holding equipment.
 - b. *Cold Food – Cold foods must be kept at a temperature of 41° Fahrenheit (5° Celsius) or below.

5. Quote - A list of food and other catered items that will be provided; this must include the quantity of items, price of each item, delivery, and other fees as well as contact information of food provider.
6. Certificate of Insurance – A minimum of one million dollars of comprehensive general liability coverage under an insurance policy and an endorsement naming the Coast Community Colleges District as an additional insured is required from the caterer or food and beverage provider as suggested by District Risk Services. No sign off or approval for food will be given until a Facility Rental Form has been completed and the above requirements are met. (Only for food events when a facility is rented).
**The exception to the insurance requirement is pre-packaged food and beverage.
7. Board Approval - No sign off or approval for food will be given until the event has been approved by the Board of Trustees.
8. All campus orders must have a purchase order for any order over \$100 as required by the business office.

Manager of Instructional Food Services. Exceptions for this procedure includes Club Rush, clubs must speak with the Director of Student Life & Leadership Development for details.

Potluck:

Due to food safety concerns and the health department food code, it is strongly suggested that any official event does not include the use of items that are prepared at home.