

Complete Policy Title: Campus Food & Beverage Policy	Policy Number:
Approved by: VP Administration	Date of Most Recent Approval: September 2017
Date of Original Approval: June 2001	Supersedes/Amends Policy dated: Food & Beverage General Procedure, Campus Food & Beverage Policy
Responsible Executive: Director, Hospitality Services	Enquiries: Director, Hospitality Services
<i>DISCLAIMER: If there is a discrepancy between this electronic policy and the written copy held by the policy owner, the written copy prevails.</i>	

Introduction

McMaster University has invested in equipment and space to provide food service on campus. The University Food Service (Hospitality Services) operates as an Ancillary service. The overall objective of Hospitality Services is to provide a consistent quality of safe food and beverage service to the University Community and to ensure that the University's investment is optimized and appropriately used.

Purpose

This policy is intended to clearly communicate to all campus stakeholders and users the regulations regarding serving, selling or providing food and beverage on the McMaster University campus. It is to ensure that food is prepared and served safely and complies with all provincial and municipal regulations

Scope

This policy will apply to all areas of McMaster University with the following exceptions:

- I. Any food or beverage that is served or provided on campus with the exemption of recognized independent operators listed below in their own permanent establishment:
 - a. University Club
 - b. 1280 Restaurant & Bar
 - c. Phoenix Restaurant & Bar
 - d. Union Market Convenience Store
 - e. Pharmacy

Definitions

"Serving food & beverage": involving handling, storage, preparation, distribution/sale of food or beverage to the University Community

Policy

1. The campus community, and any events held on campus, must comply with all provincial safety regulations regarding the selling and serving of food and beverage on campus. This policy will assist the Community to understand safe practises and how to comply.
2. The selling/serving of food on campus is limited to Hospitality Services and/or their appropriate partners. The only exception are pre-approved applications for fundraising initiatives and potlucks (See appendix 2 and 3).
3. Outside Commercial Food Providers shall not be allowed to provide food or beverage on the University property unless coordinated and organized through Hospitality Services
4. Any group/association or vendor that receives approval for providing food on campus assumes responsibility for any complaints or health issues arising from their provision of food.
5. Food or beverages will not be sold by persons other than Hospitality Services staff or those with prior written consent, as authorized by the Director, Hospitality Services.
6. No persons shall be allowed to BBQ on McMaster University property except with prior written consent from the Director, Hospitality Services.
7. The Ivor Wynne Center Concession Booth will be permitted to sell food and non-alcoholic beverages on a game-by-game basis as approved by Hospitality Services. Staffing of these concession booths will be with Athletics & Recreation volunteers only. Athletics & Recreation is responsible for ensuring the proper Municipal Licensing and Municipal Health Inspectors passing grade are attained in order to operate.
8. The President and Vice-Chancellor of the University have designated the Vice-President (Administration) as the Responsible Officer for the implementation of alcohol regulations under the McMaster University LLBO permit. The Vice-President (Administration) has delegated this responsibility to the Director, Hospitality Services who will establish administrative procedures and guidelines in regards to the sale of alcoholic beverages.
9. All sales and promotion of alcoholic beverages on University property shall be subject to and in conformity with any restrictions or conditions imposed by the LLBO.
10. McMaster Hospitality Services (Paradise Catering) shall be the sole provider of alcohol for all events on campus covered under a Caterers Endorsement at McMaster University.
11. All events held in a McMaster University licensed room must be supplied and supervised by McMaster Hospitality Services (Paradise Catering).

Procedures

1. The University needs to be informed as to who is serving food on campus, as well as where, what and how.
 - a) All who intend to serve food must submit an application in advance of the event to allow for approval time. (See appendix 1).
 - b) Any group wishing to fundraise must follow the **Details for Providing Food on Campus for Fundraising Purposes** in appendix 2 of this document.
 - c) Any group wishing to organize a potluck must review **Potlucks on Campus** in Appendix 3 of this document.

2. To ensure food being served is done so safely and complies with all provincial regulations the following must be demonstrated with the application:
 - a) Agreement that all food will be prepared, stored and displayed according to proper health standards and according to the policy on providing food on campus.
 - b) One person is identified as responsible for the safe food preparation, display and serving for the event. It is that person's responsibility to ensure all who are preparing, displaying, and serving food are made aware of safe food practices.

3. Processing Application Forms:
 - a) Hospitality Services is the central point on campus for obtaining and submitting forms for providing food on campus.
 - b) For potluck; applications must be received two (2) weeks in advance to ensure that there is time to coordinate all necessary arrangements. Individual groups are responsible for reserving the space for their potluck according to the guidelines outlined in the document **Potlucks on Campus**.
 - c) For fundraising bake sales; applications must be submitted a minimum of five (5) days in advance for approval.
 - d) When an infraction is noticed, the opportunity will be taken to work with the event organizer to discuss/suggest a way to comply.
 - e) If the event organizer continues providing food without addressing the noted infraction, the organizer may be asked to stop serving that food.
 - f) The final decision on serving/not serving food rests with Hospitality Services.

Related Documents

Alcohol Policy - <http://www.mcmaster.ca/policy/General/Misc/UniversityAlcoholPolicy.pdf>

Policy on the Use of University Facilities for Non-Academic Purposes - <http://www.mcmaster.ca/policy/General/Misc/pufnap.htm>

Appendix 1

Application for Providing Food on Campus

Date Submitted:

Department/Organization:

Organizer:

Title:

of Participants (potluck):

Date of Event:

Location of Event:

Details of Event:

I/we hereby undertake and agree to follow guidelines as outlined in the Campus Food Policy. I/we have read and understood all guidelines and agree that I/we will ensure that all policies as outlined will be adhered to.

Signature:

Title:

Application Approved: Yes No

Approved By:

Title:

Date Approved:

Appendix 2

Details for Providing Food on Campus for Fundraising Purposes

The Campus Food and Beverage Policy allows registered student organizations to raise funds by providing food on campus. Groups may provide food on a donation basis to support their organization. The intent of this policy is to limit the variety of food that may be provided to ensure that the food selections minimize growth of potentially harmful organisms. In order to ensure that food is provided safely the following guidelines must be adhered to:

- 1) Only groups/clubs registered with the McMaster Student Union and who receive authorization from Hospitality Services may provide food for fundraising on campus.
- 2) Any groups/clubs that provide food for fundraising must designate one person who will be responsible for these events. Responsibilities are outlined in this policy.
- 3) The requirements outlined in this policy for providing food on campus must be followed.

Preparation of Foods

- 1) Food provided must be in good condition and free from any spoilage and contamination.
- 2) Foods must be prepared in clean, sanitary conditions.
- 3) All those preparing and handling food must ensure good personal hygiene is observed and that hands are washed thoroughly and frequently.
- 4) All food shall be prepared in such a way as to ensure no cross contamination that could be harmful to consumers.
- 5) Anyone who has open or infected sores, or who suffer from vomiting, diarrhea, fever, jaundice or throat ache with fever should abstain from handling food.
- 6) It is forbidden for any person afflicted with a communicable disease or any carrier of pathogenic germs to execute work which places them in direct or indirect contact with food.
- 7) Health code standards/regulations must be followed.

Responsibilities for Groups wishing to provide food

- 1) Food must be on the list of acceptable items.
- 2) Ensure that food products have been prepared according to the requirements under the Preparation of Foods section.
- 3) Ensure that all food stored, transported and displayed is protected from contamination at all times; ie food displayed must be covered (saran wrap, tongs utilized etc.)
- 4) Food must be individually wrapped in food grade plastic or foil, or food must be covered and have serving utensils available.
- 5) Observe good personal hygiene
- 6) It is the responsibility of the designated person to:
 - o have received approval from the University to operate
 - o ensure that all rules and regulations are followed and deny anyone within their group to provide food if they are in violation of any of the policies outlined
 - o ensure that only approved foods are provided
 - o ensure all display areas, counters, shelves, tables and other equipment used in connection with providing food must be kept clean and in good condition
 - o post a list of all ingredients utilized
 - o Ensure the beneficiary of the proceeds is clearly displayed at the table.

The following list contains those items that are approved

- cookies & squares
- doughnuts (icing or sugar only; no cream filling)
- brownies
- breads & buns
- butter tarts
- rice krispy squares
- cupcakes (icing sugar only; no dairy or synthetic whipped cream)
- cakes (icing sugar only; no dairy or synthetic whipped cream)
- cinnamon buns (icing sugar only)
- fudge
- hard candy
- muffins
- whole fruit
- whole vegetables

The following items are **NOT** approved:

- beverages, hot foods, cream filled foods, meringues, home canned foods, whipped cream, cream cheese, pumpkin pie, cheese cake, custards and commercially prepared items.

Appendix 3

Potlucks on Campus

Potlucks for the purpose of this policy it shall mean:

- 1) A gathering of a small group of approximately 25 people or less that know each other or are affiliated with each other as a defined group or organization that have mutually agreed to each prepare a portion of a meal that will be shared by all in attendance.
- 2) Majority of the group members must bring food to qualify as a Potluck Event.
- 3) No fee may be charged or collected for participation in a Potluck Event.
- 4) Potluck Events must be private events and not be open to the general McMaster community or student population. Campus departments, student groups, and student organizations may host internal Potluck Events for formally recognized members only. Potluck Events that are publicly advertised or open to the public are not permitted.
- 5) Onsite cooking and food preparation is not permitted
- 6) Sponsors of and participants in Potluck Events must follow food safety procedures to reduce the risk of food-borne illnesses.
- 7) Perishable food must be maintained at the required temperature. Hot food must be kept hot and cold food must be kept cold. No open flame is permitted with the exception of Sterno pots. Hotplates, electric griddles and frying pans are not permitted.
- 8) Sponsors of Potluck Events are responsible for all cleanup after the event.
- 9) Notwithstanding the allowance of Potluck events, it is important that these groups do so in a safe manner following the Provincial and Municipal regulations regarding safe food handling.