

Kalamazoo Valley Community College

Food Safety

The health and safety of attendees are paramount. To this end, the college requires that all food and beverage served to affiliated and unaffiliated groups be provided by a college-approved food provider following additional food safety guidelines. Home-prepared food cannot be served to the public or in student or public spaces.

The college's contracted food provider has first right of refusal for activities scheduled at all campuses, with the exception of the Marilyn J. Schlack Culinary and Allied Health building. At this site, first right of refusal is held by the on-site culinary catering team and then defaults to the contracted food provider.

All requests to host an event with food service should be directed to Event Services as part of the facility use request. All details including but not limited to who will be providing food service, what will be served, how services will be managed must be submitted to Event Services for review.

All groups must adhere to the college's food safety guidelines.

Approved food provider status at Kalamazoo Valley Community College is a privilege that may be withdrawn at the college's discretion at any time.

Limited exceptions to these guidelines are permitted with prior leadership approval. All requests should be sent via email to the Facility and Events Manager.

QUESTIONS? Contact the Facility and Events Manager at 269.488.4204 or jpotter@kvcc.edu

Food purchases for the Bronson Healthy Living Campus academic labs, community kitchen, or culinary theater

Food purchases must be requested directly from the BHLC Storeroom Manager using a food requisition form. All foods must be prepared on-site. All workers involved in food preparation or serving of food/drink in these spaces must possess a valid Food Handlers' Permit and the individual overseeing the event must be present for the duration of the event to supervise food safety and ensure all food safety regulations are followed.

General Food Safety Guidelines

All groups serving or providing food at on-campus events shall adhere to the following food safety guidelines:

- **Health requirement**
 - Food and drink may only be prepared and served by a “healthy” person. Anyone experiencing cough, fever, diarrhea, vomiting, or lesions on the hands, wrists or any other exposed body part shall not be allowed to prepare or serve food or drink.
- **Wash Hands**
 - Hands shall be washed for a minimum of 20 seconds with warm soapy water before preparing and serving food. A sanitizing station or individual hand sanitizer shall be made available at food serving areas.
- **Avoid cross-contamination**
 - Always use one utensil per item and clean and sanitize between uses.
- **Buffet Lines**
 - Buffet lines should generally be set up in a one-directional traffic flow. Double-sided lines shall generally be used if the group is larger than 10 people.
- **Equipment**
 - A list of all equipment to be used shall be submitted to Event Services for review prior to the event.
- **Fire extinguisher**
 - A fire extinguisher shall be on hand for any event where food will be prepared or served on-site over an open flame. Only college approved food providers can cook on-site over an open flame - prior approval is required.
- **Use disposable gloves, tongs, or other sanitary tool to handle food**
 - Food and drink will not be prepared or handled in any way with bare hands. When preparing food or drink disposable gloves should be worn at all times. Tongs or another sanitary tool should be used to handle the food or drink. Tools should be washed in warm soapy water and sanitized before use.
- **Keep hot foods hot and cold foods cold**
 - Hot foods must be held at a minimum of 140 degrees fahrenheit and cold foods must be held below 40 degrees fahrenheit. Perishable foods should

not be left out at room temperature for more than two hours. In the event that the area is over 90 degrees fahrenheit food should not be left at room temperature for more than one hour.

- **Keep the menu simple**
 - Avoid potentially hazardous foods and common allergens (meat, eggs, dairy, nuts, cut fruit and vegetables, etc.) especially if not provided by an approved food provider.
- **Have ingredients and allergen listings available**
 - Avoid allergen and dietary issues and have an ingredient and allergen listing available or posted when serving food or drink.
- **Maintain cleanliness**
 - Food prep and serving areas shall be cleaned regularly and sanitized with food safe disinfectant. This includes table tops, chairs, and flooring.
- **Remove trash immediately**
 - Dispose of all trash regularly to maintain a clean environment and discourage any potential insects.
- **Ice**
 - Ice shall be served with a scoop, not hands or a cup. If food or drink are stored in a container with ice, the ice shall not be used in drink cups.
- **Limited exceptions**
 - Individually prepackaged items; We recognize that some items pose limited risk to guests and may allow (with prior approval from the Event Services Office) the following food and drink to be provided at events:
 - Individual unopened beverages (I.E., bottled water or soft drinks)
 - Individually prepackaged and shelf stable products that will remain unopened until consumption. Food will not be opened and served to attendees.
- **Prepare for bad weather and power outages**
 - Prepare an action plan for the food and drink in case of severe weather closure or power outage. How will you maintain temperatures? Will you donate your food?

Food provider application process (to be used if approved by Event Services)

Required documentation to become an approved food provider:

- Submit copy of
 - Current W-9 Form
 - Certificate of Insurance (COI) with a minimum of \$1,000,000 in general liability limit
 - State of Michigan Food Establishment or Service License
- Read and adhere to the college's food safety guidelines

Retaining status as an approved food provider:

- Send email to eventscheduling@kvcc.edu with a copy of
 - Updated certificate of insurance (COI) with a minimum of \$1,000,000 in general liability limit before the certificate expires
 - Updated State of Michigan Food Establishment or Service License before it expires in April (annual renewal)
- Read and adhere to the college's food safety guidelines