

Chemeketa Community College
Temporary Food Service Guidelines
October 14, 2021

These guidelines explain how the College will comply with the laws and regulations of county, state, and federal health departments and agencies when serving or distributing food at any College campus, center, or other location. Compliance is essential to minimize the possibility of foodborne illness for all food-related events at any campus/center or location.

These guidelines also establish the food safety training requirements and provide guidance for staff and students who wish to participate in an event where food will be served at any College campus, center, or other location.

Definitions

Public Event: A gathering or other event open and accessible to the public. For this guideline, “the public” means but is not limited to: Chemeketa students, faculty, and staff; as well as non-Chemeketa individuals.

Private Event: *An event where the participants have been personally invited, individually by name, and the event coordinator can produce the names with current contact information for each participant should the need arise or should this information be requested by the county’s Environmental Health personnel within 90 days after an event.*

NOTE: Having persons sign in at the entrance to an event does not in and of itself render it a “private event.”

NOTE: A general announcement/advertisement such as: a mass email, posted flyer, or announcement in a class or meeting makes any event a “public event.”

Temporary Restaurant: An establishment that operates in connection with a gathering or other event where food is prepared or served for consumption by the public.

NOTE: Each food booth, table, or cart that is serving or distributing a different food item to the public must apply and obtain their own, separate temporary restaurant license.

Person in Charge (PIC): *For a College department or student group* this means a benefitted Chemeketa employee who must have a current Food Handlers Card and has knowledge of food sanitation rules and procedures of the county and the College.

For an outside restaurant or food cart this means they must designate one of their employees, who is properly credentialed, as the PIC.

Introduction

Oregon law requires each person or organization that wishes *to sell* or *give out* food to the *public* to obtain a Temporary Restaurant License. This means that for each event each food booth, table, or cart that is serving or distributing a different food item must apply for a separate license. This applies to any temporary operation or an event where food is served to the public, such as a carnival, celebration, fair, or festival (e.g., Cinco de Mayo, Neighborhood Fair).

The Northwest Innovations (NWI) and College Vending Services complies with all appropriate county, state, and federal laws and regulations for the preparation and service of food and beverages to all persons at all College campuses, centers, and other locations. Northwest innovations is the preferred provider for the provision of food service and they meet all of the requirements in this guideline.

A College department, organization, or student group that wishes to serve food (outside of the services provided by NWI) to the public at any campus, center, or other location for a single event must be in compliance with all laws and regulations of the state, federal government, the county where the event is being held, and the requirements of the College.

CSSD will maintain a record of all non-NWI food events held on any campus, center, or other location in order to record and evaluate the College's compliance with these laws and regulations. NWI maintains a record of all food events that they provide on campus.

Procedure to Obtain Authorization to Hold Event

For *any* event where food will be served, the first step will be to:

- Complete and submit an [Agreement to Sell or Serve Food](#) at least 7 work days prior to the event to CSSD, who will consult with NWI.

Based on past history, most events that serve food will meet the definition of a public event. In addition to completing the Agreement to Sell or Serve Food, one must also do the following for a *public* event:

1. A non-NWI vendor/entity preparing and serving the food must complete and submit an Application for a Temporary Restaurant License 15 days prior to the event to the county's Environmental Health Department in the county where the event will be held.

- If an outside vendor is used, submit the vendor's Temporary Restaurant License and/or Business License to Food Services; and
- The vendor's Certificate of Liability Insurance with an Additional Insured Endorsement naming Chemeketa Community College as an Additional Insured 7 work days prior to the event to Kevin Walther
 - NOTE – If the restaurant is applying for a Temporary Restaurant License, a copy of the paid application must be sent to Kevin.

For a private event as described in the Definitions section, a Temporary Restaurant License is not required because food is not being served to the public and all the guests have been personally invited. However, other requirements in this guideline to ensure food safety will still apply.

HOLDING THE EVENT

Once authorization has been obtained, the following steps must be taken:

1. Post the Temporary Restaurant License and any other required documents in open view of customers during the event;
2. Ensure there is a Person in Charge (PIC), as described in the Definitions section, at the booth during the county's inspection process and at all times while food is being served;
3. Ensure the food booth or table is properly set up and with the required hand washing unit;
4. Ensure each person working at the food booth or table has a valid Food Handler Card. This card must be available on request by inspectors and College staff;
5. Ensure that only authorized food items are served at the booth or table;
NOTE: All food should be produced by Northwest Innovations; if they are not able to provide the food then it must be prepared at an inspected restaurant's licensed location, and then may be served "ready-to-eat" on the College's campus, center, or other location. This applies regardless if the food is being sold or given away by a College department or student group.
NOTE: The US Department of Agriculture (USDA) prohibits either the giving away or the reselling of a product that has a meat composition of 3% or higher.

NOTE: Food may not be produced in a home to be sold or given away at public events.

6. Ensure all serving utensils are properly sanitized.