

Food Sales on Campus

Policy

The selling/serving of food on campus is limited to our contracted campus Food Service provider(s). The only exceptions to this are *pre-approved* Applications for Providing Food *at designated locations* on Campus for approved Fundraising Initiatives.

This policy is intended to clearly communicate to all campus stakeholders; regulations relating to providing and serving food safely on Humber College's campuses; conditions which may impact existing contractual agreements if not adhered to; and, that only foods prepared and served in a manner which complies with all provincial regulations regarding safe food handling is available at events on campus.

Procedures

Selling Food on Campus for Fundraising Purposes

Students and/or faculty/staff who wish to host bake sales and other related events on campus (to raise money for their program, charity, etc.) are required to coordinate their event through the Campus Services Department and complete an *Application for Providing Food on Campus for Fundraising Initiatives*.

Once the **Application for Providing Food on Campus for Fundraising Initiatives** has been approved (see attached), the following procedures must be adhered to:

1. Only groups/clubs registered with Ignite, or that are affiliated with Humber or Guelph-Humber and receive authorization from Campus Services may sell food on campus at designated locations.
2. The "**Application for Providing Food on Campus for Fundraising Initiatives**" must be completed and submitted to Campus Services at least five (5) days prior to the event.
3. Any groups/clubs that request to provide food must designate one person who will be responsible for these events; responsibilities are outlined in this document.
4. A copy of the approved application form and a copy of the "**Notice to Patrons**" must be displayed at the site on the day(s) of the event.

Designated Locations: North Campus: Concourse upper level, Student Center upper level, North Residence Lobby;
Lakeshore Campus: AB Building near ATM; K (HSF) Building; Lakeshore Commons; Lakeshore Residence Lobby.

Responsibilities for the Preparation and Selling of Food on Campus

1. All food to be provided on campus must be on the list of acceptable items as shown in this document and may be amended from time to time.
2. Food provided must be of high quality and free from any spoilage and contamination.
3. Foods are to be prepared in clean, sanitary environments.
4. All those preparing and handling food must ensure good personal hygiene is practiced and that hands are washed thoroughly and frequently with anti-bacterial soap.

5. All food should be prepared in such a way as to ensure no cross contamination that could be harmful to consumers.
6. 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.
7. It is forbidden for any person afflicted with a communicable disease or for any carrier of pathogenic germs to execute work which places them in direct or indirect contact with food.
8. **No nuts, peanut butter or peanut oil** will be used in the preparation of any items provided without prior discussion and approval.
9. Ensure that all food products have been prepared according to the requirements under the Health Protection and Promotions Act.
10. Ensure that all food that is stored, and displayed is protected from contamination at all times; i.e. food displayed for sale must be covered (saran wrap, tongs utilized, etc.).
11. Ensure that only approved foods are provided (as noted below).
12. Ensure all display areas, counters, shelves, tables and other equipment used in connection with providing food are kept clean and returned in good condition.
13. A list of all ingredients utilized should be made available on request.
14. Ensure a hand sanitizer is available at the sales station.
15. A list of food donors must be provided to Campus Services along with the Application.
16. The **"Notice to Patrons"** regarding Food Regulation 562 must be posted.

The following list contains items that may be considered:

- Cookies and squares
- Doughnuts (icing or sugar only no cream filling; no nuts)
- Brownies
- Breads and buns
- Butter tarts (no nuts)
- Rice crispy squares
- Cupcakes (icing sugar only; no dairy or synthetic whipped cream)
- Cakes (icing sugar only; no dairy or synthetic whipped cream; no nuts)
- Cinnamon buns (icing sugar only)
- Fruit pies and pastry
- Fudge
- Hard candy
- Muffins (no nuts)
- Whole fruit
- Whole vegetables
- Vegetarian samosas
- Vegetarian Jamaican patties
- Vegetarian spring rolls

Any groups that would like to provide foods that are not listed above must receive prior approval from Campus Services.

For further information and/or for a copy of the application form, please contact:

Katie Evans

Manager, Campus Dining & Retail Services

Telephone: 416.675.6622 extension 75350

Email: katie.evans@humber.ca

Application for Providing Food on Campus For Fundraising Initiatives

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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Date Submitted | |
| Organizer's Name and Student # | |
| School/Program | |
| Phone Number | |
| Email Address | |
| Participant Numbers | |
| Date(s) & Time(s) of Event | |
| Location of Event (check desired location(s)) | <p>North Campus: Concourse Upper Level () Residence Lobby () Student Center Upper Level ()</p> <p>Lakeshore Campus: AB Building () HSF K Building () Residence Lobby () Lakeshore Commons ()</p> |
| Number of Tables Req'd | () To order tables, please contact Facilities directly at ext. 4444 or http://facilities.humber.ca/ |
| Details of Event (Indicate purpose, food proposed for sale and donor information on the Donors of Food list) | |
| <p>Please complete and submit this form <u>5 days prior to the proposed date for the event</u> to:</p> <p style="text-align: center;">Katie Evans, Manager Campus Dining & Retail Services LX104 North Campus Telephone: 416.675.6622 ext. 75350 Email: katie.evans@humber.ca</p> | |
| <p>I/We hereby undertake and agree to follow the terms and conditions outlined in the Department of Campus Services 'Food Sales on Campus' procedure. I have read and understand the procedure and will ensure they are adhered to.</p> <p style="text-align: right; margin-right: 100px;">Event Organizer</p> <p style="text-align: right;">Date</p> | |
| <p>FOR CAMPUS SERVICES USE ONLY This event has been approved</p> <p style="text-align: center;">Katie Evans, Manager – Campus Dining & Retail Services Date</p> | |

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| Fundraising Event Donors of Food List (In Accordance with Ontario Regulation 562) | |
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|-----------------------------|--|
| Event | |
| Date | |
| Location | |
| Contact Person Name | |
| Contact Person Phone | |

| Name of Donor | Type of Food Donated | Address (in full) | Telephone # |
|---------------|----------------------|-------------------|-------------|
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Note to Patrons

**This location has not been
inspected by public health in
accordance with the food
premises regulation made
under the Health Protection
and Promotion Act.**

Posted in accordance with Section 2 (3) (1) Ontario

Regulation 562 (Food Premises)