



Guidance for Serving or Selling Food on Campus

Purpose and Scope

This document explains college guidance regarding food and beverages served or sold on all Santa Fe College (SF) campuses and applies to food and beverages which are sold on campus and/or served to the public or college community. Food or beverages brought on campus for personal consumption is not subject to this guidance.

Sales Guidance

Only approved fundraisers, philanthropic events, and/or student organization activities are permitted to charge money for food or beverages on college campuses, unless otherwise approved by the SF Board of Trustees or designee. No student, faculty, or staff member may sell food or beverages on campus for personal profit.

Section 1 - Food Sourcing

All food or beverages sold or served on-campus to the public or college-wide community (not including the exceptions listed below) must come from one of the following sources:

- Contracted vendors on campus authorized to sell food (see [Food Service webpage](#))
- Vending machines located on campus (see [Vending webpage](#))
- Caterer with current Department of Business & Professional Regulations (DBPR) catering license
- Restaurant with a current DBPR permanent food service license (seating or non-seating)
- Prepared food from a licensed food distributor (e.g., Walmart, Publix, etc.)
- Mobile food dispensing vehicle with a current DBPR mobile food dispensing vehicle license

Exceptions to Food Sourcing Guidance

- SF Little School meals prepared and served by Little School staff to Little School students
- Campus cookouts which are free of charge and not open to the public or college-wide community
- Student organization events which are not open to the public or college-wide community
- Student organization activities or events selling or providing non-potentially hazardous food (see Appendix A)
- Academic classes that use food for educational purposes (e.g., to teach cultural aspects of food)
- Office potlucks or parties which are not open to the public or college-wide community
- Popcorn, snow cones, and cotton candy concession stands provided by a college department
- Athletic concessions
- Agencies that have a contractual agreement with SF (e.g., Alachua County Sheriff's Department) holding an event on campus free of charge and not open to the public or college-wide community

All events that are open to the public or college-wide community where food is sold or served must have a person present who holds a valid food handler card issued by a DBPR [approved food worker training program](#) unless the only products served or sold are non-potentially hazardous foods.

NOTE: While the above exceptions are not subject to the food sourcing guidance, **all food must** be prepared and served according to the Food Safety Practices listed in Section 3. Locations which are regulated and inspected by the Florida Department of Business and Professional Regulation (DBPR) Division of Hotels and Restaurants are subject to additional requirements established by the State of Florida. All food operations held on our campus by vendors or contractors must comply with any applicable state health and safety requirements including the Florida Fire Prevention Code.

Section 2 - Campus Cookouts

All cookouts held on any Santa Fe College campus must comply with current Florida Fire Prevention Code and all applicable college guidance. Any event in violation of Fire Code and/or college guidance can be shut down immediately by the Santa Fe College Police Department, the Department of Safety and Risk Management, college officials, or any other authority having jurisdiction.

Fire Code Requirements

- Portable barbeques or grills shall not be used for the disposal of rubbish, trash, or combustible waste material.
- Cooking fires shall be constantly attended (supervised) by a competent person until such fire is extinguished. This person shall have a hose connected to the water supply or other fire-extinguishing equipment readily available for use.
- No hibachi, grill, or similar devices used for cooking, heating, or any other purpose shall be used or kindled on any balcony, under any overhanging portion, or within 10 feet (3 m) of any structure.
- No hibachi, grill, or other similar devices used for cooking shall be stored on a balcony.
- A permit from the fire department/ fire safety inspector is not required for outdoor cooking fires.

Competent Person Defined

- One who can identify existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

Competent Person Requirements

- Must be a Santa Fe College employee or a college contracted or approved operator of a mobile food dispensing vehicle with a current DBPR license but not a federal, state, or institutional work study
- Must understand basic fire science, fire safety, fire extinguishment methods, and fire extinguisher use
- Must understand the Santa Fe College emergency procedures
- Must know how to safely operate all cooking equipment used at the event; must read the owner's manual and understand the manufacturer's safety and maintenance requirements for all equipment used at the event and comply with the manufacturer's requirements; must ensure that all cookout equipment and fuel is stored in compliance with the manufacturer's guidelines and all applicable fire codes; must ensure that all cookout equipment is maintained in good repair and in safe condition at all times
- Must read and understand this guidance document and agree to follow the guidance
- Must receive competent person status by the Department of Safety and Risk Management

Procedure to become a Competent Person for Campus Cookouts

1. Submit a signed competent person for campus cookouts application to the Department of Safety and Risk Management
2. Submit a signed copy of this guidance to the Department of Safety and Risk Management
3. Submit a signed copy of [Grilling Safety](#) by the National Fire Protection Association
4. Complete the following training:
 - a. Watch [How to Use a Fire Extinguisher](#) video; submit documented fire extinguisher discharge training
 - b. Watch [ESPN Sport Center's Hannah Storm's talk about surviving a grilling accident](#)
 - c. Pass the online cookout safety exam with at least a score of 80%
5. Submit a completed training record to the Department of Safety and Risk Management
6. Once all required documentation is received, the Safety Coordinator will notify the employee of approval by email

A file of all competent persons for campus cookouts is maintained by the Safety Coordinator.

NOTE: Operators of mobile food dispensing vehicles with a current DBPR license are not required to follow the procedure to become a competent person for campus cookouts section of this guidance or receive competent person status by the Department of Safety and Risk Management, but they are expected to comply with all other requirements of this section.

Campus Cookout Violations

Any violation of this guidance will result in the activity being shut down immediately, and a written warning will be issued to the individual and/or decision-making individual involved. A second violation will result in loss of cookout privileges for six months. A third violation will result in possible disciplinary action including revocation of cookout privileges for up to two years.

Section 3 – Open Flame Devices

Open flame devices used for preparing/warming food are the only types of open flame devices governed by this guidance. Open flame devices for this purpose may include canned heat, candles, torches, butane burners, or any other flame producing device used to prepare or warm food. Charcoal and propane grill use is covered under the Campus Cookouts section of this guidance. College requirements for the use of open flame devices must comply with the current Florida Fire Prevention Code.

Open Flame Devices Inside of College Buildings

Use of open flame devices within College buildings for preparing or cooking food is prohibited unless the building or area is specifically designed for such devices or permission has been granted by the Santa Fe College Associate Vice President of Facilities Services located in Building U.

Open Flame Devices Outside of College Buildings

Use of open flame devices on College property other than inside of a College building is prohibited except for flammable hydrocarbon jelly supplied in cans for stationery use as fuel for chafing dishes (e.g., Sterno) when used and maintained in a safe manner consistent with the manufacturer's instructions and use must be under the direct supervision of a Santa Fe employee but not a federal, state, or institutional work study. The SF employee must understand and follow the College emergency procedures in the event of an emergency.

Note: *DBPR licensed mobile food dispensing vehicles, caterers, and restaurants are excepted from this requirement but must comply with all Florida Fire Prevention Code requirements pertaining to open flame devices and any other pertinent safety and health regulations.*

Section 4 - Food Safety

All food served or sold on campus must be prepared and served according to the food safety practices listed in this section.

Foodborne Illness

According to the Centers for Disease Control and Prevention (CDC), there are millions of foodborne illness or food poisoning cases that occur in the United States every year. Many cases of foodborne illness are caused by eating food containing bacteria or toxins produced by bacteria such as *Staphylococcus aureus*, *Salmonella enteritidis*, *Escherichia coli* O157:H7, and *Campylobacter* among others. Foodborne illness can cause illness, hospitalization, and death in some instances. Factors that contribute to foodborne illnesses include lack of or improper handwashing, touching food with contaminated hands, improper food storage, unsanitary equipment, pests and vermin, and cross-contamination (e.g. from raw meat).

Safe steps in food handling, cooking, and storage are essential in preventing foodborne illness. You can't see, smell, or taste harmful bacteria that may cause illness. In every step of food preparation, follow the four guidelines to keep food safe:

- **Clean**—Wash hands and surfaces often.
- **Separate**—Separate raw meat from other foods.
- **Cook**—Cook to the right temperature.
- **Chill**—Refrigerate food promptly.

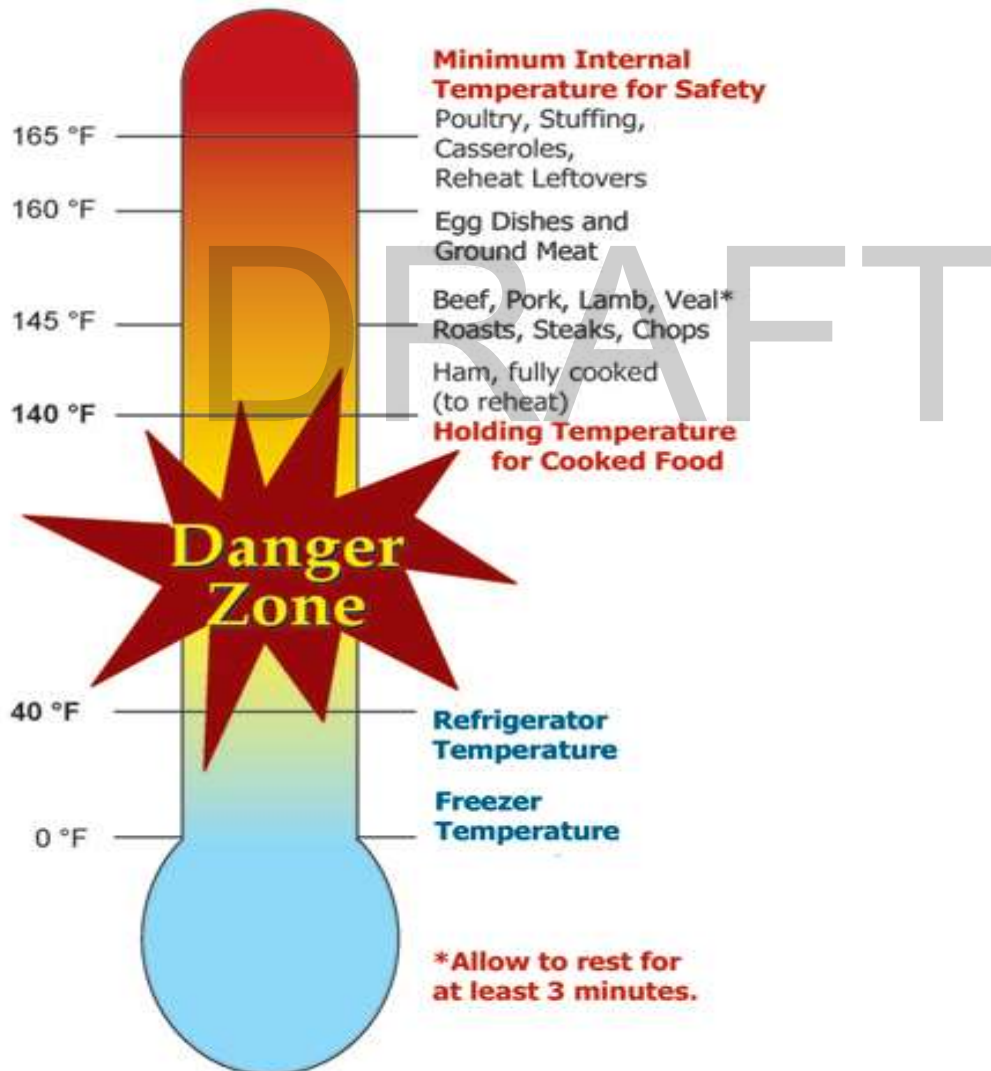
Cook all food to the minimum internal temperatures in the graphic below as measured with a food thermometer before removing food from the heat source.

The Danger Zone

Leaving food out too long at room temperature can cause harmful bacteria such as *Staphylococcus aureus*, *Salmonella enteritidis*, *Escherichia coli* O157:H7, and *Campylobacter* to grow to dangerous levels. Bacteria grow most rapidly in the range between 40°F - 140°F, doubling in number in as little as 20 minutes.

To avoid this temperature Danger Zone:

- **Never** leave perishable food unrefrigerated or unheated for longer than 2 hours. When the outdoor temperature is above 90°F, food should not be left out longer than 1 hour.
- **Always** keep hot food hot (at or above 140°F) by placing cooked food in chafing dishes, steam tables, warming trays, or slow cookers.
- **Always** keep cold food cold (at or below 40°F) by placing food in containers on ice.
- **Always** cook meat and poultry to a safe minimum internal temperature (see graphic below). When cooking in an oven, set the temperature no lower than 325°F.
- **Always** place leftovers in shallow containers for quick cooling and refrigerate within 2 hours.
- **Always** reheat food thoroughly to an internal temperature of 165°F or until steaming hot. If microwaving, cover food and rotate so it heats evenly.



Food Safety Practices

- All food must be fresh.
- All persons must wash their hands (wash vigorously with soap and water for at least 20 seconds before rinsing thoroughly) before handling any food.
- Hand sanitizer or handwashing sinks must be provided for customers and servers.
- Ready-to-eat food must be prepared and served without bare hand contact or disposable sanitary gloves must be worn.
- Food must be protected from dust, insects, rodents, and other vermin; toxic substances and materials; unsanitary equipment and utensils; coughs, sneezes, and other bodily contaminants; and all other sources of contamination using lids or other appropriate coverings while being transported, stored, prepared, displayed, served, or sold.
- Have appropriate materials on hand to package the food - plastic, foil, waxed paper, or small zip-top bags for individual portions are options.
- Whenever possible, serve individually wrapped, prepackaged items.
- Food must be prepared with the least possible manual contact, with suitable utensils, and on surfaces that prior to use have been cleaned, rinsed, and sanitized to prevent cross contamination.
- Tongs, spoons, or other serving utensils must be used when serving food, not hands. The handle of the dispensing utensil must be extended out of the food.
- All food preparation and serving equipment must be clean and sanitary before use.
- Serving areas must be clean, free of clutter and trash, and wiped clean as spills occur.
- Clean plates must be made available to customers for subsequent helpings at buffets or similar type operations.
- Potentially hazardous foods must be kept at safe temperatures during all periods of transportation and delivery, and the utensils must be completely wrapped or packaged to protect from contamination.
- Thermometers must be used to check oven and food temperatures to ensure adequate cooking and proper cooking temperatures.
- Perishable food must be stored at such temperatures as will protect against spoilage. All potentially hazardous food must be kept at safe temperatures, 41 degrees Fahrenheit or below and 140 degrees Fahrenheit or above, except during necessary periods of preparation and service.
- An adequate number of trash receptacles must be provided; contact [SF Facilities Services](#) if more receptacles are needed.

Section 5 - Exclusivity and Conflicts

- Due to exclusivity with Dominos, pizza may not be sold by any other vendor on any Santa Fe College campus.
- A Beverage Exclusivity Agreement between Santa Fe College and the Pepsi Beverages Company is in effect on all Santa Fe College campuses. See the [Beverage Exclusivity page](#) for more information.
- Please direct questions concerning exclusivity and conflicts to the Director of Purchasing & Auxiliary Services.

Questions

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By signing below, I attest that I have read this guidance and will comply with all the requirements.

Print Name/Job Title _____

Signature/Date _____/____/_____

Appendix A

Student organizations may sell non-potentially hazardous foods without being subject to the food sourcing section of the guidance. Potentially hazardous foods that require hot or cold holding are not allowed.

Potentially hazardous food means a food that requires time/temperature control for safety (TCS) to limit pathogenic microorganism growth or toxin formation; an animal food that is raw or heat treated; a plant food that is heat treated or consists of raw seed sprouts, cut melons, cut leafy greens, cut tomatoes or mixtures of cut tomatoes that are not modified in a way so that they are unable to support pathogenic microorganism growth or toxin formation, or garlic in oil mixtures that are not modified in a way so that they are unable to support pathogenic microorganism growth or toxin formation.

Food Allergens: Individuals who are allergic or very sensitive to food can touch or smell food and have an allergic reaction. Some allergic reactions can be severe and require hospitalization. The most common food allergens include milk and milk products, citrus, eggs, soy, peanuts, wheat, tree nuts, melon, strawberries, shellfish, and fish.

- Label items that contain allergens, i.e. "contains nuts."
- Position foods containing known allergens away from other items or use a separate table.
- Designate a person to handle the sales of only allergen-free foods.

Packaging: All food must be individually wrapped in plastic, foil, waxed paper, or small zip-top bags.

Transportation:

- Vehicles used for transport of food should be clean and maintained in good sanitary condition.
- Food should be tightly wrapped to protect from dust, dirt and insects.
- Food should not be transported with pets.

Maintain List: Name, address, and phone number of each person who prepared an item for the sale, along with what they prepared. A sign indicating that these items are "Home Baked" must be posted.

What Types of Homemade Foods can I Produce?

- Loaf breads, rolls, biscuits, scones, muffins, brownies, and sweet breads (only if the fruits or vegetables are incorporated into the batter and properly baked and not decorated or garnished with fresh fruits or vegetables)
- Most cakes, pastries and cookies
- Candies and confections
- Fruit pies and dried fruits
- Coated or uncoated nuts
- Popcorn and popcorn balls
- Chocolate-covered items including marshmallows, nuts, pretzels, graham crackers, and Rice Krispy treats
- Cereals, trail mixes, and granola
- Vinegar and flavored vinegars
- Cake pops if they do not have a filling that is not allowed, and disco dust is not used as a decoration

What Types of Homemade Foods Are Not Allowed?

- Bakery goods which require any type of refrigeration such as cream, custard or meringue pies and cakes or pastries with cream cheese icings or fillings
- Eggs, milk and dairy products including hard, soft and cottage cheeses and yogurt
- Cut fresh fruits and/or vegetables.
- Juices made from fresh fruits or vegetables
- Fresh or dried meat, or meat products including jerky
- Focaccia-style breads with vegetables and/or cheeses
- Raw seed sprouts
- Fish or shellfish products
- Home-canned food including canned fruits and vegetables, chutneys, vegetable butters and jellies, flavored oils, hummus, garlic dip, and salsas, canned pickle products such as corn relish, pickles, and sauerkraut
- Salsa, barbeque sauces, ketchups, and/ or mustards, tomato sauces, spaghetti sauces
- Ice and/or ice products
- Beverages and drinks
- Pumpkin and sweet potato pies (pies using vegetables are not allowed)
- Empanadas with meat fillings (meat products or foods with meat fillings are not allowed)

Note: Anything not covered herein shall be evaluated by the Safety Coordinator on a case by case basis

Summary for Students Serving Food on Campus

- Student organizations may not prepare food on campus to serve at events.
- Student organizations may not grill, cook or prepare food at an off-campus location and then bring the food to share with others at on-campus events.
- Student organizations may not grill food on campus to serve at events unless a Competent Person as defined in the guidance is present and all other requirements in this guidance are followed.
- Student organizations may bring prepared food from off campus to serve at organization meetings if all food safety practices are followed.
- Student organizations may procure food from one of the options under the Food Sourcing section to serve at organization meetings if all food safety practices are followed.
- Student organizations may sell non-potentially hazardous foods without being subject to the food sourcing section of the guidance. Refer to Appendix A of this guidance for requirements.
- Small cooking appliances such as hot plates and tabletop grills are NOT allowed on any Santa Fe College campus. For additional requirements, refer to SF's [electrical safety page](#).
- Refer to the Open Flame Devices section of this guidance on requirements for food warming devices such as canned heat.

DRAFT

Resources:

[Preventing Food Contamination: A Guide for Many of Florida's Food Service Industries](#)
[Florida Department of Health Food Safety and Sanitation](#)
[United States Department of Agriculture, Food Safety Education](#)
[Centers for Disease Control and Prevention Food Safety](#)
[Florida Department of Agriculture and Consumer Services Cottage Foods](#)
[Florida Fire Prevention Code 6th Edition](#)