

On Campus Food Service Application

Sodexo has the first right of refusal on all Catering Orders

In order to ensure the success and safety of your event, please provide the following information.

Event Information

Group/Organization Name: _____

Representative Name: _____ Bear Number: ____ - ____ - ____

E-Mail: _____ Phone: _____ FAX: _____

Event Name: _____ Date of Event: _____

Location: _____ Room Number: _____

Time of Event: Start Time _____ End Time _____

Number of People Expected: _____

Type of Event: *(Please mark one)*

Fundraiser Educational Program Promotion Private Vendor

Other *(Please Describe)*:

Food Information

Please list and describe all food items to be served at the event: *(Attached menu is preferred)*

Please describe how you are keeping food hot (135 degrees or above)? _____

Please describe how you are keeping food cold (41 degrees or below)? _____

Where will food be prepared?

Where will food be purchased?

Do any of the food items to be served or distributed contain Potentially Hazardous Foods? *(Examples: Cheese, Eggs, Milk, Dairy, Meat, Fish, Protein, Sliced Fruits or Vegetables)*

Circle One: YES NO

What drinks are being provided? _____

“Serve it Safe”

Safe food handling tips for your event

Buy food from a licensed source

Make sure you know the food you are using is safe by receiving it from a reliable source such as a grocery or licensed food vendor.

Store and transport food properly

When transporting food keep it wrapped tightly and keep all cold foods at 41 degrees or below. Keep hot foods at 135 degrees or above. Transport in containers and vehicles that do not present hazards to the food.

Prepare food in a suited location

Prepare the food in a kitchen that is suited for the type of food you are preparing. Location should be indoors, clean, free of pets and pests and be free of hazards that could endanger workers or the food itself.

Avoid Cross Contamination

Be careful not to keep bacteria from transfer from contaminated utensils, equipment, food or other sources into or onto food that is ready to eat or other safe food contact surfaces.

Hot Food Hot/ Cold Food Cold

Keep cold food at 41 degrees or below. Keep hot food at 135 degrees or higher. Bacteria can grow and food can become unsafe between this temperature range.

Wash hands regularly

Anytime you touch anything that besides the food item you are preparing or serving, WASH YOUR HANDS! This includes between taking money, smoking, using the bathroom, blowing your nose, touching a handle. Wash your hands often and wear gloves when serving.

Cover any sores

When preparing or serving food, cover any cuts, scabs, sores with a disposable glove. Wash your hands often and change gloves.

Use gloves when handling Ready to Eat foods

When handling food that will not require any further cooking or washing before being consumed, you must wear gloves when handling that item.

Cook food to proper temperatures

Make sure all food reaches proper safe temperatures. Chicken 165, Ground Meats 155, Pork and Fish 145, Vegetables 135, Soups 165, Baked dishes 165. Use a food safe thermometer to check.

Cool Food Rapidly

Thaw food properly

Thaw food in the refrigerator. Never leave food sit out at room temperature to thaw.

I have read and understand the “Serve it Safe” food handling tips supplied in this application. I agree to pass this information on to all representatives at the event to ensure safe service of the food products supplied. The student organization and or group hosting this event accept all responsibility for the safety of the food served.

Student Group Representative:

Print Name: _____ Signature: _____

Phone number: _____

For Office Use Only:

Date of Request: _____ Received By: _____

Signatures Required for Approval:

Dining Services Representative:

Date: _____

This Request has been: APPROVED DECLINED: (*Reasoning Listed*)

Frequently Asked Questions

1. Q: What qualifies as an "exemption"?

A: If your party is 15 people or less or Culturally Specific cuisine requested

2. Q: What kind of food can we bring on site?

A: Typically, food that is not offered by our organization. i.e. Cultural specific meals, baked goods that can be purchased at a grocery store can be brought in for small groups, food not purchased with UNC Funds or if pizzas are being ordered and delivered to the residence hall.

3. Q: What is required to bring outside food, if approved?

A: First and foremost, the food provider must be a licensed food provider.

Transport food properly. When transporting food keep it wrapped tightly and keep all cold foods at 41 degrees or below. Keep hot foods at 135 degrees or above. Transport in containers and vehicles that do not present hazards to the food.

Hot food hot/ Cold food cold - Be careful not to keep bacteria from transfer from contaminated utensils, equipment, food or other sources into or onto food that is ready to eat or other safe food contact surfaces.

UNC is a Pepsi Campus, so drinks need to be Pepsi products.

Use serving spoons, tongs, spatulas for each food product.

Use a chafing dish or cover sternos to keep food hot. Check temperatures are held to 135 degrees or higher

4. Q: Must I wear gloves when serving food?

A: Wash hands regularly

No smoking around food

When handling food that will not require any further cooking or washing before being consumed, you must wear gloves when handling that item.

5. Q: How long can I keep food out to eat

A: No longer than 4 hours

Foods that require strict time and temperature control are considered TCS foods. Pathogens love TCS foods because they present an ideal environment for germs to grow and spread. Preventing TCS foods from entering the danger zone and becoming time-temperature abused is a critical food safety practice. These are the high-risk TCS foods that should be closely monitored at all times:

- Milk and dairy products
- Meat and poultry
- Fish, shellfish, and crustaceans
- Shell eggs
- Baked potatoes
- Cooked rice, beans, and vegetables
- Tofu, soy protein, or other plant-based meat alternatives
- Sprouts and sprout seeds
- Cut tomatoes, melons, and leafy greens
- Untreated garlic and oil mixtures

***Bacteria grows most quickly between 70 degrees to 125 degrees

6. Q: Can I serve hot dogs and hamburger straight off the grill and use the grill as my heat source?

A: Yes, you can, however, remember to keep your uncooked hot dogs and hamburgers on ice in a cooler with ice to keep the temperature at 41 degrees or below.