

UNIVERSITY OF CALIFORNIA – DAVIS
ENVIRONMENTAL HEALTH AND SAFETY
ONE SHIELD AVE, DAVIS CA 95616

CATERING POLICY AND AGREEMENT FOR ON CAMPUS EVENTS

PURPOSE:

The purpose of this policy is to provide caterers guidance on the requirements to operate at a UC Davis campus event. All caterers must be a pre-approved to operate on the UC Davis campus. Contact Conference and Event Services (CES) at ues@ucdavis.edu to apply to be on the approved UC Davis cater list.

SUBMISSION REQUIREMENTS:

Information for catered events must be submitted seven (7) days prior to the event and approved by UC Davis Environmental Health & Safety (EH&S). Provide the following information on the event proposal:

1. Caterer name and contact information.
2. Date, time, and location of the event.
3. Set up time for the event.
4. Menu of all food and beverage items to be served.
5. Hot and cold holding procedure for all potentially hazardous food (PHF) and beverages.
6. Indicate how and when temperatures of PHF items will be taken before and during the event. Include corrective actions if food is not in temperature.
7. Procedures for how food will be dispensed during the event (e.g., buffet style, staff, etc.)
8. Hand wash facilities and procedures for adequate hand washing of all food service staff during the event.
9. Disposal or distribution of leftover food and beverage items.
10. How and where food, water, and other waste will be disposed of during and after the event.

Submit catering proposals at: healthandsafety@ucdavis.edu

OPERATIONAL REQUIREMENTS:

1. Prior to the function, all food shall be stored and prepared at the caterer's permitted food establishment, or other approved food facility.
2. At all times, the caterer has control over the food, including periods of storage, preparation, transportation, and service. All food shall be adequately protected so as to be maintained pure and free of contamination, adulteration, and spoilage.
3. Catering vehicles shall be maintained in a clean, sanitary condition.
4. Utensils and equipment must be protected at all times from contamination.
5. All potentially hazardous food shall be transported, prepared, and maintained at the appropriate temperatures. Hot foods must be held at or above 135°F, cold foods held at

or below 45°F. Time as a public health control is prohibited at catered events. All foods shall be maintained under a temperature control.

6. The caterer shall not provide home-prepared food at a catered function.
7. All food handlers shall wash their hands and arms with soap and warm water before commencing work, immediately after using the toilet facilities, and as necessary whenever hands become contaminated to prevent contamination of food.
8. Toilet facilities must be available within 200 feet of the catered function.
9. Catered events are not allowed to be utilized time as a public health control.

NOTICE:

UC Davis campus has the discretion to remove caterers from the approved list for major violations.

Examples of major violations (not complete list):

1. Employee handling food with open cuts/sores/rashes not properly covered.
2. Employee with discharge from eyes, nose, or mouth engaged in food handling.
3. Employee not washing hands after eating or other contamination, and then touching ready-to-eat foods. This includes if employee observed contaminating hands then donning gloves without a proper hand wash.
4. No soap or paper towels adjacent to hand wash sink.
5. Hand wash sink not available or readily accessible.
6. Hot potentially hazardous food held below 129°F.
7. Cold potentially hazardous food held above 50°F.
8. Contamination of a food contact surface that could result in food contamination. This includes using a wipe cloth with insufficient sanitizer on a food contact surface.

I, _____, have read the above policy and agree to adhere to this policy when catering events on the UC Davis campus.

Company

Date

Print Name

Signature