





If you will **NOT** be using the service of a licensed caterer you **MUST** read, sign and return the policy below:

### Guidelines for Temporary Food Service on Rutgers University Campus

The following guidelines have been established by Rutgers University for clients of the Rutgers Gardens not using the services of a catering contractor and will arrange for, and provide foodservice (food and beverage) to any group on any premises or property, owned and operated by the University. It shall be the responsibility of the client to ensure that all food and beverage brought onto University property complies with all Local, County, and State requirements, specifically that of the New Jersey State Sanitary Code, NJAC8:24..

1. Foods are to be obtained only from approved sources such as grocery stores, restaurants, whole sale facilities which are licensed, inspected and regulated by a local, county or state health department. **NO home canned or home prepared or home processed foods are to be used, except as noted below regarding baked goods. ANY PRE- PREPARATION OF FOODS MUST BE DONE IN A LICENSED FOOD SERVICE KITCHEN.** The exception to this is foods that are not considered “potentially hazardous foods” such as cookies, cakes, and baked goods that do not require strict temperature control.
2. Temperature sensitive potentially hazardous foods must be kept “cold”- 41 degrees or below or “ho” 135 degrees and above. Sufficient refrigeration or cold holding devices or hot holding devices must be provided to maintain proper temperatures of all stored and potentially hazardous foods. Foods are to be transported in insulated containers to maintain acceptable hot or cold temperatures during transportation, display and service. Thermometers must be available to monitor temperature control.
  - **Cooking temperatures:**
  - Hamburger/ground meats items - 155 degrees F
  - Poultry 165 degrees F
  - Processed meats 145 degrees F
- Foods that require re-heating prior to service must be reheated to 165 degrees F internal temperature. After reheating foods must be held above 135 degrees F.
3. Keep all food protected from contamination at all times of transportation, storage, display and service.
  - Food items must be covered with plastic or foil wrap or lids to prevent contamination from dust, insects, unclean surfaces, unnecessary handling. Coughing and sneezing.
  - Serving utensils must be available for each item for hot and cold foods and stored in the food between servings to prevent potential contamination from ambient food residuals. Disposable utensils should be used whenever possible.
  - Ice if used as a food ingredient or food item must be from approved sources and protected during service. Appropriate scoops must be available to prevent bare hand contact.
4. All utensils must be protected from contamination at all times of transportation, storage, display and service. Single service plastic ware (knives, forks and spoons) must be individually wrapped or provided in a manner that prevents contamination.
5. Good personal hygiene must be followed by those handling or serving food. All food handlers must properly restrain their hair, wear clean clothing, remove jewelry from wrists, hands, ears, do not use tobacco or smoke while engaged in food handling. Food handlers are prohibited from eating in prep/service area.
  - Food Handlers must wash hands before service and re-wash hands is the leave and return to service area. Disposable gloves must be provided and worn when direct contact of ready to eat foods are involved.

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Print Name

Signature

Today's Date