



Policy Name: Food Handling Policy Policy #:							Date Issued: 4/15/13 Last Updated: 9/16/2013 Status: Current				
Associated Forms or External/University Websites: If applicable, please provide name of form and/or the URL: https://illinois.edu/fb/sec/854725 http://www.fs.illinois.edu/docs/default-source/safety-compliance/temporary-food-service-guidelines.pdf?sfvrsn=0 http://www.fs.illinois.edu/services/safety-and-compliance/forms							Issued by: Residential Life Contact: Residential Life				
Policy Impact Within and External to University Housing (check all that apply):											
AD <input checked="" type="checkbox"/>	BS <input checked="" type="checkbox"/>	DS <input checked="" type="checkbox"/>	FG <input checked="" type="checkbox"/>	HF <input checked="" type="checkbox"/>	IT <input checked="" type="checkbox"/>	MK <input checked="" type="checkbox"/>	HIO <input checked="" type="checkbox"/>	RL <input checked="" type="checkbox"/>	HM <input checked="" type="checkbox"/>	ST <input type="checkbox"/>	UN <input type="checkbox"/>

Description of How Policy Impacts Community

Reduce the risk for incidents of food-borne illnesses.

Policy Rationale

To ensure that staff and students receive basic information regarding the preparation and handling of food at approved events taking place within University Housing Facilities

Policy Details

Students and staff bringing in food in approved areas from external vendors or cooking it themselves must acknowledge that they have reviewed the Facilities and Services Safety and Compliance [Food Safety Guidelines for Temporary Food Service](#). For the purpose of this policy, when we reference food it does not include pre-packaged snacks and/or candy.

Serving pieces, utensils and disposables are the responsibility of the sponsoring individual, group or organization. Responsibility that the food is safely served and stored is the responsibility of the sponsoring individual, group or organization. Responsibility for cleaning up after an event for Non-Catered events is the responsibility of the sponsoring individual, group or organization. The actual cooking of food and the appliances used to cook food are only allowed in kitchens, all must be in compliance with [Hallmarks](#) (Residence Halls) and the [Resident Handbook](#) (Apartments).

Food prepared by students, staff or external vendors will not be allowed in space designated as University Housing Dining/Catering space (i.e. Ikenberry MPRs, Dining Centers, FAR Pagodas). The specific locations are identified in the Space Reservation Policy. The Associate Director of Housing for Dining may provide an exception to this rule. Prepared food will not be served in close proximity of any University Dining entrance or event. Food that is served in multiple locations in the same building by the same individual, group or organization or individual must be handled by catering.

The sponsoring individual, group or organization of an event where food will be served must review the Facilities and Services Safety and Compliance [Food Safety Guidelines for Temporary Food Service](#) prior to the event. When food is being provided, the sponsoring individual, group or organization must complete the [Food Service Request form](#). This form is not required for staff bringing in food for an internal staff celebration (such as a potluck).

Events that do not indicate food on the initial space reservation, but choose to have food must update their space request within 48 hours. Failure to update a request may result in the event being cancelled by the professional staff responsible for managing the space.

Professional staff sponsors are responsible for ensuring that their student leaders and/or student staff has reviewed the Food Handling Resource Guide.