



***Catering
and
Food Handling Procedures***

October, 2019



Catering and Food Handling Procedures

Catering services for events held at locations managed, owned or leased by Albany State University are governed by these guidelines.

These guidelines govern the preparation, service, selling or giving away of any food on property owned, leased or controlled by Albany State University.

Tailgating is considered a recreational activity associated with an athletic event and is excluded. Contact athletics for tailgating policies and procedures.

Definitions

Catering – The activity of providing food and drink for a group of people numbering 20 or larger in size.

Full Service Catering – The activity of providing all aspects relative to food and or dining service for an event to include preparation, delivery and service of food, set up and clean up. This also includes provisions of tablecloths and napkins, cutlery and dinnerware as well as labor to perform all of the above duties.

Off Campus – Any physical place/location that is not owned, leased or controlled by Albany State University.

On Campus – Any physical place/location owned, leased or controlled by Albany State University.

Off-Site Catering License – A permit issued to a vendor that allows the business to operate catering in the permitted dining establishment but also prepare and serve catered food to a location other than the base of operations.

Catering

Aladdin Food Company is the exclusive catering service provider on the Albany State University Campus. Any organization or department that has reserved a facility on campus must have that event catered using either full or limited catering services by Aladdin unless the service has been approved as an exception through the process outlined in this document.

Representatives from campus organizations and departments may state on the Facility Request Form located in 25Live that catering will be needed for the event. The level of service refers to full service which include food, all supplies and materials, staffing, etc.; pick up; boxed meals; etc. as outlined in the catering or no-string attached catering guides. Requests for catering services may be made through completing and submitting the "Request for Approval of Catering Event" form (Appendix A) to the catering manager of the dining contractor. Catering requests may also be submitted via CaterTrax at the following web site <https://asurams.catertrax.com/>.

If the organization or department wishes to discuss the use of an outside vendor to cater an event that is being held on any property managed, leased or owned by Albany State University (ASU), the requestor must receive approval in writing and no less than five (5) business days preceding the event date prior to contacting the outside vendor. Complete the attached "Request for Use of External Vendor" for catering services and submit it to the Auxiliary Services Office for approval/denial (Appendix B). A late fee of \$25 will be assessed if the petition to use an off campus/external food source is not completed and approved by the advertised deadline or the request to serve food may be denied.

The "No Strings Attached" Catering Guide offers various levels of catering service. Groups may choose from various options on how food is prepared, served, delivered and at a cost that is within the budget for the event. The "No Strings Attached" Catering Guide is available from the Aladdin Catering Manager. This service is offered to student and ASU entities; not to the general public.

The contact number for the Catering Manager of Aladdin Food Company is 229-500-3628. Call for available menu options and pricing.

Should approval be granted to allow organizations or departments to prepare and serve food as cited as an exception through the approval process the external vendor must complete the ASU Release of Liability form (Appendix C)

and return it to the Auxiliary Services Office prior to the date of the event and the Aladdin Release of Liability form (Appendix D).

The disclaimer that Albany State University is not responsible for the preparation, delivery, or service of the product must be prominently posted on site at the event. The disclaimer is Appendix E.

Reservation or use of any facility located off of University managed, owned or leased property is not required to follow the catering procedure set forth in this document.

Available Catering Options

Following are methods of procuring approved means of serving food for events held on ASU owned, managed or leased property.

1. Aladdin full service catering.
2. Aladdin "No Strings Attached" catering.
3. Organization or department is responsible for food preparation and service.
4. Off campus catering vendor. Prior approval required.
5. Individual faculty, staff, departments or groups provide food from personal funds.

Exceptions

Exceptions to Aladdin providing catering services for an event held on campus are as follows.

1. The total number of dining participants in the event is less than 20.
 2. All of the food product, supplies, etc. for the event are donated.
 3. The food is prepared by the member or advisors of the organization or department.
 4. All food product, supplies, etc. for the event are donated.
 5. Uncooked product is purchased from Aladdin.
 6. The sole purpose of the event is to raise funds for the organization or department.
 7. The total cost of the food and beverage does not exceed a total amount of \$100.
 8. Service includes casual food service such as deli trays, sandwiches, chips, etc. brought to the university campus by a University employee or student that have
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been purchased with personal funds and do not require on-site set up and/or service, i.e., additional tables, flatware, tablecloths, labor to serve the food, etc. This does not include food that is being delivered by the external vendor for consumption.

A request for catering services outlined by any of the above exceptions must be submitted through the approval process outlined in this document.

Release of Liability

Should approval be received to allow for an external vendor to cater on site, the vendor must sign a release of liability for both the University and Aladdin Food Company. (Appendices C and D). The external vendor must provide the University with a copy of the off-site catering license. He/she must also at his/her own cost and expense provide a special event liability policy with the combined single limit of no less than \$1,000,000 coverage with Albany State University listed as an additional certificate holder. The external caterer must demonstrate by providing documentation of service for other events similar to the one being catered for ASU, the ability to prepare, transport, store and serve food on campus safely and without use of campus kitchen facilities. A late fees will or \$25 be assessed if the petition to use an off campus food source is not completed and approved by the requested deadline or the request to serve food may be denied.

Albany State University Employees Volunteering to Grill

ASU employees who wish to volunteer to prepare food for an event must do so after normal business hours, while on authorized leave and the activity must be outside of the scope of his/her normal duties as an employee of ASU.

Food Event Approval

Organizations and departments desiring to serve or sell food on campus must obtain permission through the process outlined in this document from Auxiliary Services at least two (2) weeks prior to the date of the event.

Requests for approval for any event serving food should follow the procedure below.

1. Organization or department submits the request for approval of an event to include a request to serve food through the appropriate channels. Requestor must complete the "Request for Approval for Catered Event" form and submit it through channels for approval by the organization's sponsor, Director, Dean, etc. as defined in the organizational structure of the organization.
2. After approval is granted, the organization's or department's representative/sponsor/liaison will meet with the Aladdin Catering Manager to discuss food options. The catering manager's office is located on the ASU West Campus, Student Center, Dining Hall. The phone number is 229-500-3628.
3. Arrangements are made for catering by Aladdin through normal catering processes or through the "No Strings Catering Guide." The organization's designee as described in #2 above contacts the Aladdin Catering Manager to discuss catering details to include but not limited to menu options and cost. Catering arrangements should be made as soon as possible after approval for the event is received but no later than ten (10) business days prior to the date of the event.
4. If approved for off campus catering, release of liability documents which releases the dining contractor and the university's liability for the preparation and service of the product must be signed by the organization's representative/sponsor/liaison as named above and returned to the dining contractor.

Requirements

Signage – For any event in which food is prepared and/or served by an organization or department, the appropriate sign must be prominently placed at the site to state that "Albany State University is not responsible nor liable for preparation, cooking or service of food at this event." ASU staff reserves the right to conduct random inspections of cooking sites to ensure the above requirement has been met. If found in violation and not immediately corrected, the staff member has the authority to stop of event.

Fire Extinguisher/ Participants are required to adhere to Georgia State Minimum Standard Fire Code, <https://up.codes/viewer/georgia/ifc-2012>. At his/her own expense, each student organization or department is required to supply an "ABC" fire extinguisher on site at each individual event where food is being prepared. The extinguisher must be located within ten (10) feet of the

flame at all times. The location of the extinguisher shall be clearly marked and identifiable to everyone in the area.

Parked vehicles, tables or equipment shall not impede access to fire vehicle lanes, fire hydrants, pedestrian or driveways. A minimum of 20 feet clearance is required for fire lanes and a minimum of three (3) feet radius is required around fire hydrants.

Open Flames – Open flames must be 100 feet or greater away from any building and must be constantly attended by a person knowledgeable in how to use a fire extinguisher. An attendant must supervise the open flame until it has been extinguished.

Extension Cords – All electrical cords must be maintained in good condition and are not to be laid in an area that is wet or could become wet. Electrical cords are not to be located in the main paths of travel and are to be covered. Extension cords shall be certified as UL (Underwriters Laboratories) approved, heavy-duty and 3-pronged grounded and must be plugged in directly into an approval receptacle; not another extension cord. When servicing appliances, extension cords must be grounded. Do not overload an extension with excessive appliances. A cord shall serve only one portable appliance.

Cooking Methods – Acceptable cooking methods are liquid propane gas appliances, electric appliances, propane barbecues, and charcoal and liquid starter fuel.

Specific areas on campus are designated as grilling locations. If the requested site for grilling is other than those designated areas, approval to use that locations must be provided by the Police Department. All such events must be at least 100 feet from all buildings. Barbecues or open flame cooking shall not be located closer than ten (10) feet from any combustible material. Cooking will not take place in a tent or under a canopy.

Trash Disposal – Groups will clean areas and dispose of trash in receptacles provided by the university. Oil must be disposed of in an approved recycling container. Oil may not be poured into City of Albany drainage/sewer pipes. If oil is disposed of in sewer pipes and a large presence of the oil is found when the City of Albany tests draining into the Flint River, the university is subject to being fined.

Disposal of Charcoal from Grills – The ashes from charcoal grills must be cleaned out and the grills cleaned at the conclusion of each event. After cooling, the ashes should be removed and placed in the metal receptacle provided by facilities. Groups not cleaning the grills are subject to a \$25 cleaning fee.

The above provisions must be adhered to for consumer safety and sponsor protection. Food events may be monitored by ASU personnel. If fire safety guidelines are not being followed, the operation may be terminated. Requests for future events may not be recommended for approval.

Food Service and Sales

All use of food and beverage by organizations or departments, whether provided free of charge or in conjunction with sales, are subject to the rules, regulations, and approval of Auxiliary Services and Student Affairs. Food and beverage of any type may not be provided to the public or in conjunction with official events without approval of Student Affairs. Violations of this process may result in fines and/or disciplinary action.

Food and Beverage at Off Campus Events

The university does not issue food permits nor conduct food service inspections for events held on or off campus; however, the university may do random safety inspections for fire hazards.

Organizations or departments are encouraged to follow the Food Handling Guidelines listed in this document as adapted from materials produced by the Federal Food and Drug Administration.

Health and Safety Tips for Handling, Preparing, and Serving Food

Particular care must be taken at all stages of food handling, including transport, storage, preparation, and service by officially recognized student organizations and departments wishing to serve, or sell food. People may potentially suffer from food poisoning or food-borne illness from contaminated food. Auxiliary Services, the Department of Student Affairs and the university assume no responsibility for the quality of food served or sold on campus by organizations and departments, or for the health of individual preparers and servers.

Organizations and departments are responsible for cleaning up according to the following standards:

- Pickup and proper disposal of garbage
- Removal of all leftover food/beverage items.
- Leaving room(s) in the same condition in which they were found.
- Immediate notification to the facility manager of any spills and/or stains on the carpets and floors.

Groups that fail to conduct the minimum standard cleaning requirements may be billed for cleaning expenses or forfeit the ability to serve food at future meetings and may be subject to a \$25 cleaning fee.

Practicing proper food handling techniques will protect members and guests from food-borne illness and food contamination. Below are some tips to keep in mind when preparing, storing and cooking food.

Wash hands, utensils and food preparation surfaces. Food safety begins with hand washing even in indoor settings. It can be as simple as using a water jug, soap and paper towels. Consider using moist disposable towelettes for cleaning your hands.

Keep all utensils and platters clean when preparing food.

Preparing fruits and vegetables. Rinse fresh fruits and vegetables, including those with skins and rinds that are not eaten, under running tap water before packing them. Packaged fruits and vegetables labeled "ready-to-eat", "washed," or "triple washed" need to be washed. Rub firm-skin fruits and vegetables under running tap water or scrub with a clean vegetable brush while rinsing with running tap water.

Food should be handled with gloves and food service utensils or materials.

Keep cold food cold (below 40 degrees F) and hot foods hot (above 140 degrees F).

Do not use a plate that previously held raw meat, poultry, or seafood for anything else unless the plate has first been washed in hot, soapy water.

Foods like chicken salad and desserts in individual serving dishes can also be placed directly on ice or in a shallow container set in a deeper pan filled with ice. Drain off water as the ice melts and replace the ice frequently.

Do not let perishable food sit out longer than two (2) hours.

Food should not sit out for more than one (1) hour in temperatures above 90 degrees F.

Keep food covered when not serving.

Ice used in beverages should be protected from contamination. Ice for refrigeration or to keep food cold should never be used in served beverages. (Use a scoop to get ice from a cooler and not a cup.)

No smoking is permitted around food when preparing or cooking food on or off campus. Albany State University is a tobacco free campus.

Individuals who are sick or have cuts or burns must not serve or handle food and/or beverages.

Keep pets away from areas where food is prepared, served or stored.

Keep cold food cold. Place cold food in a cooler with ice or frozen gel packs. Cold food should be held at or below 40 degrees F.

Pack beverages in one cooler and perishable foods in another.

Meat, poultry and seafood may be packed while it is still frozen so that it stays colder longer. Be sure to keep raw meat, poultry and seafood securely wrapped and stored in different coolers from ready to eat, pre-cooked food, fruits and vegetables so their juices do not contaminate the other products.

After washing fruit and vegetables, dry them with a clean cloth, towel or paper towel before packing them.

Keep the cooler in an air-conditioned passenger compartment of the car, not in a hot trunk. Limit the times the cooler is opened.

Marinate foods in the refrigerator, not on the counter or outdoors. If some of the marinade is to be used as a sauce on the cooked food, reserve a portion

separately before adding the raw meat, poultry or seafood. Do not reuse marinade.

Do not use the same platter and utensils that previously held raw meat or seafood to serve cooked meats and seafood to serve cooked meats and seafood.

If you partially cook food in the microwave, oven, or on stove top to reduce grilling time, do so immediately before the food goes on the hot grill.

When it is time to cook the food, cook it thoroughly. Use a food thermometer to be sure the food has reached an adequate internal temperature before serving.

Ground pork and ground beef 160 degrees F

Ground poultry 165 degrees F

Poultry Breasts 170 degrees F

Whole poultry 180 degrees F

(take measurement in the thigh)

Fin fish 145 degrees F

(or until flesh is opaque and separates easily with a fork)

Shrimp, lobster and crab – the meat should be pearly and opaque

Clams, oysters and mussels – until the shells open

Grilled food can be kept hot until served by moving it to the side of the grill rack, just away from the coals where it can not overcook.

Appendix A

Request for Approval of a Catered Event



Request for Catering Service Waiver

Appendix B

Date of Request: _____

Individual Requesting Waiver: _____

Department or Office: _____

Phone number: _____ E-mail: _____

Please complete ALL information below. The waiver form must be submitted at least 15 business days prior to the event along with a \$___ waiver fee payable to Aladdin Dining Services.

Date and Type of Event: _____

Aladdin contacted on _____, by _____

Aladdin point of contact _____

Aladdin price quote for catering service* _____. What other services, if any, did the quote include? Set up _____ Linen _____ Level of Service _____

Other: _____

Name of Alternative Caterer/Vendor: _____

Price quote from Alternative Caterer/Vendor: _____ What other services were included with quote: Set up _____ Linen _____ Level of Service _____

Other: _____

* Please note: Aladdin must be given the opportunity to provide a revised proposal and price quote after the alternative caterer's quote is obtained. If Aladdin is able to provide a comparable proposal within 15% of the alternative caterer's quote, the waiver will not be considered for approval.

Reasons for submission of waiver:

Waiver Approved _____

Waiver Denied _____

Martha M. Snow, Executive Director
Auxiliary Services

Date

*COLI for approved alternate food contractor must be attached to this document when processing request for exemption.



FOOD SERVICE Liability WAIVER for Organizations not purchasing food from the dining contractor.

IMPORTANT: Aladdin is the exclusive food service provider for Albany State University. This includes all events held on the University campus. This exclusivity does not apply to fundraising activities of registered student organizations when food is donated or prepared by the members or when the total cost of food and beverages does not exceed \$100.00 and service conforms to University and County health and safety guidelines as approved by an Aladdin Food Company official. **If your activity requires food service other than described above and if you are seeking a Waiver to the use of Aladdin, please describe the basis for your request:**

Name of Organization:	
Name of Person Making Request:	
Telephone:	Email:
Name of Event:	Date of Activity/Event:
Location of Event:	Description of Event:

Reason for Waiver Request:

NOTE: When the event is taking place on campus, the Organizer may be required to obtain the services of a catering attendant from Catering Services in order to maintain the event and clean up the meeting room when the event concludes.

Name(s) of Food Service Providers Proposed: Note – Any Food Service Provider must operate under a permanent or temporary food service license, duly issued, under the Georgia Department of Public Health, Environmental Health Rules and Regulations, Food Service, Chapter 511-6-1.	(1)
	(2)
	(3)

Assumption of Risk and Waiver of Liability: In consideration of the above, I/we, assume all risks associated with the preparation of food products supplied under this Agreement, including matters of health and safety associated thereof. I/we do hereby **release, waiver, discharge, and covenant not to sue** Albany State University or their respective Trustees, officers, employees, students and agents from liability **from any and all claims including the negligence of Albany State University their respective Trustees, officers, employees and agents**, resulting in personal injury, accident, or illness, including death and property loss arising from any and all food products provided under this Agreement.

Indemnification and Hold Harmless: I agree to INDEMNIFY and HOLD Albany State University and their respective Trustees, officers, employees and agents HARMLESS from any and all claims, actions, suits, procedures, costs, expenses, damages, and liabilities, including attorney's fees brought as a result in my negligence in the preparation or delivery of food products served under this Agreement and to reimburse them for any such expenses incurred.

Severability: The undersigned further expressly agrees that the foregoing waiver and assumption of risks agreement is intended to be as broad and inclusive as permitted by the law of the State of Georgia and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Acknowledgement of Understanding: I have read this waiver of liability, assumption of risk, and indemnity agreement, fully understand its terms, and understand that I am giving up substantial rights, including my right to sue. I am signing the agreement freely and voluntarily, and intend by my signature to be a complete and unconditional release of all liability as relates to this Agreement to the greatest extent allowed by law.

Name of Organization:		
Name of Authorized Representative:		
Signature:		Date:

ALADDIN REVIEW AND APPROVAL

Request for Release is:	Yes, Approved. <input type="checkbox"/> No, Not Approved <input type="checkbox"/>		
Conditions & Comments:			
Signature:			
Title	General Manager	Date	Catering Manager
			Date

Appendix D



Small enough to care . . . Big
enough to make a difference.

Food Service Provider Assumption of Risk, Waiver of Liability, and Indemnity Agreement

Name of Food Service Provider:	
Address of Food Service Provider:	
Name/Group and Date of Event	

I/we have agreed to serve as a Food Service Provider to the above-named group/event located on the Albany State University Campus. We will be providing food items to include, but not necessarily be limited to the following items:

Item	Quantity

The above list is subject to change based on availability and/or need as may be subsequently determined and mutually agreed. Upon signing of this Agreement, I/we agree to provide all food items:

At no cost to the event or Albany State University, or At a total cost of \$_____.

Assumption of Risk and Waiver of Liability: In consideration of the above, I/we, as Food Service Provider assume all risks associated with the preparation of food products supplied under this Agreement, including matters of health and safety associated thereof. I/we do hereby **release, waiver, discharge, and covenant not to sue** Aladdin, Inc., their respective Trustees, officers, employees, students and agents from liability **from any and all claims including the negligence of Aladdin, their respective Trustees, officers, employees and agents**, resulting in personal injury, accident, or illness, including death and property loss arising from any and all food products provided under this Agreement.

Indemnification and Hold Harmless: I agree to INDEMNIFY and HOLD Aladdin, Inc. and their respective Trustees, officers, employees and agents HARMLESS from any and all claims, actions, suits, procedures, costs, expenses, damages, and liabilities, including attorney's fees brought as a result in my negligence in the preparation or delivery of food products served under this Agreement and to reimburse them for any such expenses incurred.

Severability: The undersigned further expressly agrees that the foregoing waiver and assumption of risks agreement is intended to be as broad and inclusive as permitted by the law of the State of Georgia and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Acknowledgement of Understanding: I have read this waiver of liability, assumption of risk, and indemnity agreement, fully understand its terms, and **understand that I am giving up substantial rights, including my right to sue.** I am signing the agreement freely and voluntarily, and **intend by my signature to be a complete and unconditional release of all liability** as relates to this Agreement to the greatest extent allowed by law.

Food Service Provider Name:			
Name of Authorized Representative:			
Signature:		Date:	



Appendix E



Notice

Catering services to include food and beverages for this event were prepared, transported, and served by an external vendor and not by the Albany State University dining contractor.

Any questions or concerns relative to service and product should be directed to the vendor.

***Albany State University
Auxiliary Services***