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Concordia College

Food and Beverage Services Policy

Policy:

Concordia College retains the right to oversee and regulate the production and service of food and beverages on its property and within its facilities. This policy establishes controls and guidelines for this production and service. All food and beverages served on Concordia's campus will be provided by Concordia College Dining Services unless the event is excluded from this policy as described herein or an appeal to this policy is made and granted.

Purpose:

This oversight is necessary to ensure the safety of the College community and guests and to minimize the College's liability exposure. Concordia College Dining Services fulfills this purpose through:

- Meeting or exceeding industry standards in shipping, receiving, storage, preparation, handling and holding of food and beverage items;
- Internal management that assures proper licensing and permitting;
- Internal controls that assures proper sanitation measures are in place;
- Experience and knowledge regarding the proper care and use of College facilities and equipment.

Scope:

This policy applies without regard to the source of the funds used to pay for food or beverage service and applies to all events held on campus to which the campus community, public, visitors and guests are invited or in attendance.

Guidelines:

Concordia College Dining Services has the oversight responsibility to uphold food and beverage quality and safety standards for events associated with Concordia College. Any on campus event where food or beverages are served falls within this oversight.

Potlucks: Potlucks are excluded from this policy if the food and beverages served are provided by and shared only by members of the group. Potlucks may not involve individuals or groups from outside the College community. State of Minnesota guidelines for potlucks can be found at: <https://www.health.state.mn.us/communities/environment/food/docs/fs/potluckfs.pdf>

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Fundraisers: Fundraisers involving the sale of food on campus need prior approval from the Director of Dining Services or his/her designee. Requests for approval for fundraisers must be made at least three weeks in advance of the event.

Donated Food: To ensure proper food and beverage safety, food donated to any campus group or for any campus event must come from a licensed food vendor and must be approved by the Director of Dining Services or his/her designee. Requests for approval for the use of donated food must be made at least three weeks in advance of the event where food or beverage is to be served. The Director or his/her designee may request documentation such as proof of licensure, results of health inspections, and proof of insurance.

Internal gatherings/meetings: Small, informal college gatherings, such as office meetings or birthday celebrations, where the attendees are from within the College community and the public is not invited are excluded from this policy. The Director of Dining Services or his/her designee reserves the right to determine if an event qualifies as excluded under this provision.

This policy is not intended to cover food brought or delivered to campus for the personal consumption by a College community member.

Supplies such as paper products, serving utensils, and condiments will not be supplied by Dining Services for those events described above; potlucks, fundraisers, donated food events or internal gatherings/meetings.

Dining Services kitchen facilities, storage areas, food preparation and handling areas¹ may only be accessed by authorized Dining Services staff. Only authorized Dining Services staff may use Dining Services equipment such as refrigeration, cooking and dish washing equipment.

Appeals: Appeals to this policy must be made jointly to the Director of Risk Management and the Director of Dining Services.

¹Including but not limited to: David Birkeland Lounge; North Gym kitchen; Jones Conference Center catering kitchen; Frida Nilsen Lounge kitchen; The Maize; Coffee Stop; Anderson Commons kitchen; Knutson Campus Center catering room; **Barry Auditorium catering kitchen**.

