



## CCC FOOD SAFETY QUICK GUIDE

CCC is committed to the protection of food consumers at all CCC locations by promoting safe and sanitary preparation and handling of food for prevention of foodborne illness. The purpose of this quick guide is outlining necessary efforts for compliance with [Coconino County Health and Human Services](#) regulations for various food-related activities as described herein.

### **Allowed and Prohibited Food for All Events and Activities**

- Unless provided and served by a licensed food vendor (e.g., restaurant, food truck operator), food products must be non-perishable (not requiring refrigeration) and individually sealed.
- All food preparation must take place on-site and inside a licensed food establishment or another approved facility with a current food service license.
- Food prepared in a private home is considered to be from an "unapproved" source and may not be sold or served on campus.
- Food intended for private consumption is exempt from food safety requirements.
- Information tables or commercial solicitation sponsored by CCC Committees or Clubs can include pizza(s) and/or baked goods purchased from a licensed food service provider distributed to the public, provided the food items are protected at all times from unnecessary handling and contamination (i.e., gloves must be worn by servers and food items are refrigerated as needed).

### **Prepackaged Food for All Events and Activities**

Prepackaged food (e.g., chips, candy, bottled water, etc.) purchased from a food vendor, restaurant, or grocery store only requires completing the [CCC Event Request Form](#) without any additional requirements or approvals.

### **Serving Outside Food on Campus**

Outside food is defined as any food prepared by a reputable and licensed restaurant or vendor that will be provided as "take-out" or "delivery" by a CCC employee at a CCC or event location. All outside food served at a CCC or event location requires completing the [CCC Event Request Form](#) no less than ten (10) business days prior to the event. Requestors need consider whether such foods are suitable for large groups or groups with dietary restrictions when applicable.

### **Providing Catered Food on Campus**

#### Off-Premises Catered Food

Off-premises catered food is defined as food prepared off-site by a caterer with a catering permit and served by a caterer at a CCC location or event location.

## Mobile-Catered Food

Mobile-catered food is defined as food prepared and served by a mobile caterer (often food trucks) with a mobile food permit on-site.

Requirements for all Catered Food on Campus:

- Applicable permits – catering/mobile food.
- Proof of General Liability Insurance with a minimum limit of \$2,000,000 per occurrence and a current catering license from the supplier.

## **Bake Sale Events on Campus**

Bake Sales held on campus must follow the [CCC Bake Sale Guidelines](#). All products must be from an "approved" source, such as pre-packaged items from a grocery store or bakery; or catered by a licensed food vendor.

## **Fund Raising Events on Campus**

Non-perishable items can be used for fund raising and publicity.

- Individually wrapped baked goods and confections can be sold or given away in certain areas of a CCC location. Check with the CCC representative for more information.
- Canned or bottled beverages manufactured by Pepsi can be used. Any beverage that requires mixing must be obtained from a licensed food purveyor or produced/mixed in a licensable kitchen. Any condiment, i.e., cream and sugar, must be served in individual servings and held at the correct temperature.

## **Potluck Events on Campus**

Potlucks held on campus must follow the [CCC Potluck Guidelines](#). Departments and non-student organizations may hold an internal potluck event on campus only if the event is closed to the public. Student organizations may not host potluck events on campus. Please distribute the CCC [Potluck Safety Tips](#) handout prior to your event.

## **Cookout Events**

Cookouts (e.g., grilling and deep-frying) are not allowed on campus as cooking raw food requires an approved caterer with appropriate food service permit, insurance, and licenses.

## **Reporting a Suspected Foodborne Illness**

- Contact your medical provider as soon as possible. Medical diagnosis is a key element in determining whether you became ill from eating food on campus. If you are a student, please reach out to the CCC representative overseeing the event.
- Contact the CCC Safety Officer immediately.

