Student Union and Memorial College Center
Grill Policy

Functional Area: Student Union

Applies To: All Student Union Grill Users

Policy Reference(s):

Number: OCESU-002

Date Issued: May 9, 2017

Page(s): 2

Person(s) Responsible

The Manager of Conferencing and Student Union is responsible for maintenance of this policy and for responding to questions posed regarding this policy as he or she is responsible for use of the Campus grill.

Purpose / Rationale

Armstrong faculty, staff, students and visitors.

Definitions: None

Policy

All users of the grill must pay careful attention to the handling of food before, during and after preparation to make sure it is safe for consumption. These guidelines apply to all groups preparing and offering food for consumption in or around the Armstrong Student Union and Memorial College Center. Any distribution of food must comply with local and state sanitation laws, rules, and regulations.

It is highly recommended that groups acquire food through a licensed vendor such as Armstrong Dining Services and groups planning to prepare and distribute high risk foods (meat and other perishable items), it is imperative to make plans for food purchase, preparation, holding, and serving that make every effort to keep food safe for consumption. The event coordinator must communicate this plan with the Manager of Conferencing and Student Union.

Risk factors identified by the Center for Disease Control as the most prevalent contributing factors of food borne injury or illness include:

- Poor personal hygiene
- Food from unsafe sources
- Inadequate cooking
- Improper cooking temperatures
- Contaminated equipment

All facility and equipment users are expected to follow reasonable safety practices when preparing and/or serving food for their events. All persons handling food should completely wash their hands before handling any food and
wear gloves throughout the entire duration of preparing and serving. Changing gloves between the handling of different food types to avoid cross contamination is a mandatory requirement when preparing and serving food.

Ingredients should be fresh and have been properly stored. The use of thermometers is required to check food temperatures to ensure adequate cooking and proper cooking temperatures. Do not attempt to cook food in equipment that is inadequate for the task. Make sure all equipment is clean and sanitary before using it.

GRILL

- All grill operations should be performed in a safe manner.
- A properly rated fire extinguisher must be readily available in case of emergencies.
- Grill should not be moved from its scheduled location without permission.
- Grill should be supervised and utilized safely at all times.
- Only hamburgers and hotdogs may be prepared on the grill to 165°F / 74°C for 15 seconds.
- Grill must be cleaned upon completion of use.
- Organizations or departments must supply their own charcoal and supplies.

Failure to comply with this policy may result in loss of privileges of preparing and serving food in and around the Armstrong Student Union and Memorial College Center.

**Related Procedures**

All users of the Armstrong Student Union and Memorial College Center facilities should meet or discuss each event with a member of the staff in the Armstrong Student Union prior to the event.

**Acknowledgment**

I have read and fully understand the Grill Policy and will comply accordingly.