

## **1.0 ASSOCIATED POLICY**

- MacEwan University Food Services Policy D4170

## **2.0 GUIDELINE STATEMENT**

- 2.1 MacEwan's Food and Beverage Services Agreement allows for student clubs to raise funds by providing baked goods for sale on campus.

## **3.0 PURPOSE**

- 3.1 The intent is to limit the variety to ensure the food is provided safely.

## **4.0 GUIDELINE ELEMENTS**

### **4.1 Procedure and Approval**

- 4.1.1 Student Association Bake Sale Request (SAMU provides this form) must be submitted to the Manager, Hospitality Services 5 working days in advance of the event to allow time for review and approval
- 4.1.2 The request will identify one person who is responsible to ensure safe food preparation, display, and service for the food items and activity. It is this person's responsibility to ensure all who are preparing, displaying and serving food are aware of safe food practices.
- 4.1.3 The Student's Association and any group/association receiving approval to hold a bake sale assumes full responsibility and liability for any complaints or health problems arising from the preparation or provision of the food items
- 4.1.3.1 If a concern is noted, MacEwan will work with the organizer to discuss/suggest a way to comply. If the organizer(s) continue to serve the food without addressing the concern, they may be asked to stop serving the food.
- 4.1.3.2 The final decision to serve or not serve lies with Campus Services in conjunction with information from MacEwan Food Services and Alberta Health Services regulations.

### **4.2 Food Safety and Restrictions**

- 4.2.1 All food will be stored and displayed according to the procedures for providing food safely on campus.
- 4.2.2 Wash hands and clean surfaces with MacEwan Facilities Department approved sanitation products to prevent the contamination of food and food areas.
- 4.2.3 Ingredient lists must be available if requested.
- 4.2.3.1 Items must not contain meat, nuts, nut oils or dairy products.

4.2.3.2 Avoid items with cream cheese, milk and raw eggs.

4.2.4 Food is stored and displayed so it is always protected from contamination (covered with food grade plastic).

4.2.5 Food grade gloves worn and serving utensils used at all times.

#### **4.3 Approved Items**

- Cookies, squares, brownies, fudge, rice krispies or puffed wheat squares.
- Butter or fruit tarts, fruit pies or pastries
- Loaves, muffins, cupcakes or cakes (without dairy products or synthetic whipped cream)