

**FOOD WAIVER  
FOR FOOD NOT PROVIDED BY TCNJ DINING SERVICES**

It is the policy of the College of New Jersey that all food which is served on campus is to be provided by TCNJ Dining Services.

This waiver slip must be signed by the TCNJ Catering Director or Manager in order to give the group permission to bring in its own food for an event.

The group will agree to get the proper signatures and return this form to the Conference Coordinator for the event one week before the date of the event.

NOTE: If Catering Services does NOT give permission, any violation of this policy may result in lost scheduling privileges for the offending group.

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Group Name \_\_\_\_\_ Location of Event \_\_\_\_\_

Date of Event \_\_\_\_\_ Time of Event \_\_\_\_\_

Group Coordinator \_\_\_\_\_ Phone number \_\_\_\_\_

Type of Food to be brought on campus:

Noted on the back of this page are guidelines to follow when preparing food for your guests. By signing below, you are stating that you will follow these guidelines and are taking full responsibility of any consequences that may arise for failure to follow these guidelines. Your signature below indicates that you have read and understood the sanitation guidelines. Should you have any questions, management from Sodexo Dining Services will be happy to assist you.

Group's Event Coordinator \_\_\_\_\_ Date \_\_\_\_\_

Group's Faculty Advisor \_\_\_\_\_ Date \_\_\_\_\_

Catering Director/Manager \_\_\_\_\_ Date \_\_\_\_\_

CES Coordinator \_\_\_\_\_ Date \_\_\_\_\_

**Turn Page Over for Sanitation Guidelines**

When you are bringing food on campus for your event please keep the following in mind in order to provide your guests with a safe and healthy environment to enjoy that food.

## SANITATION CHECKLIST

- Use gloves when handling ready to eat foods. Gloves must be changed when switching from raw food to ready to eat food.
- Provide serving utensils for self-serve food lines.
- Provide separate utensils for each food items during both cooking and serving times
- If you choose to have someone hand out food, please provide gloves for that person
- During preparation time, food should be at room temperature for no more than 40 minutes
- Hold/serve cold foods at 40 degrees F/4 degrees C or below for no longer than two hours.
- Hot/serve hot foods at 140 degrees F/60 degrees C or above for no longer than two hours. If you plan on providing hot food you must have chafing racks and sterno (a candle waiver must be filled out and approved.)
- All frozen foods are thawed under refrigeration, not at room temperature.
- Raw foods are kept separate from ready to eat food during preparation
- All food contact surfaces and utensils and preparation areas are cleaned sanitized.
- Wash your hands frequently and correctly:
  - After using restroom facilities
  - Before preparing your food items
  - After handling raw meat, poultry, seafood and produce
  - Before working with ready to eat foods
  - Between handling different types of food
  - After coughing, sneezing or blowing noses
  - After touching hair, face, nose, other parts of body
  - After eating, drinking and smoking
  - After handling chemicals
  - After handling dirty equipment
  - After handling trash and other contaminated objects
- Make sure the person(s) preparing the food items are healthy:
  - No apparent illnesses (vomiting, diarrhea, fever, jaundice, sore throat with fever, infected open wounds, boils, etc)
  - No cuts, abrasions and burns on hands and exposed arms bandaged properly; hands also covered with a disposable glove.