

Time Stamp:
Staff Initial:

ASOCC Food Handling Form

Due to food safety and health department requirements and to reduce the risk of food borne illness, clubs/orangizaitons cannot bring homemade items to any meetings and events (i.e. potluck). The Instructional Food Service does have a catering menu for on-campus events. To place a catering order, please contact Instructional Food Service at(714) 432-5835 extension 4.

Please note that pre-packaged items which are store bought (i.e. chips, ice cream, etc.), are acceptable to have at events and meetings; completion of this form is still required.

If your club/oragnaization plans to purchase outside food and/or beverage for upcoming meetings and events, please complete and submit this form with a completed *Special Events Application* to the General Manager of Instructional Food Service, for signature. Please allow two (2) business days for signature. Then pick-up and submit the *Special Events Application* and *Food Handling Form* to the ASOCC Office by Tuesday at 12 noon for approval at the next Inter-Club Council Board meeting. All club meetings and events must be approved before their occurrence.

Please refer to the *Policies Regarding Food at Events* section in the ASOCC Student Club and Organization Handbook for more information or contact the College Life Coordinator at (714) 432-5730.

Food/Drink Item	Name of Store/Restaurant the Food Item was Bought At

For additional food/drink items, please write on a separate sheet of paper and attach to this form.

How will food/drink items be maintained at proper temperatures from the pick-up time to when the food/drink items are served during the meeting/event (i.e. hot food items need to be kept hot, cold food items need to be kept cold)?

Where will a hand wash station and food handling gloves be located?

Club/Organization Officer Name: _____ Club/Organization Officer Signature: _____

Club/Organization Advisor Name: _____ Club/Organization Advisor Signature: _____

Manager of Food Services Signature: _____ Date: _____

To ensure understanding for proper food handling procedures, please read the information below from the California Department of Education and visit <http://www.cde.ca.gov/ls/nu/sf/mbnsdsfsp012008.asp> and <http://ocfoodinfo.com/illness/risk>.

Hot and Cold Holding of Potentially Hazardous Foods

Foods that are not immediately served after cooking, which are most commonly known as “held for service,” are at risk for time and temperature abuse. Whether or not you have sources of heat or refrigeration to keep foods within temperature range, it is important to monitor temperatures to prevent a food borne illness. The following outlines the proper procedures for holding PHF:

Hot Food

When a source of heat is available, hold hot foods at 135 degrees Fahrenheit or higher and check the temperature every four hours. If the temperature of the food at four hours is less than 135 degrees Fahrenheit, the food must be discarded.

Cold Food

Hold cold foods at 41 degrees Fahrenheit or less and check the temperature every four hours. If the temperature of the food at four hours is greater than 41 degrees Fahrenheit, the food must be discarded.