

EWU Dining & Catering Services Food Guidelines

Updated 3/16/16

Purpose

This guideline establishes controls for the production, serving, and sale of food on the Eastern Washington University Campus in Cheney. This guideline will ensure the protection of the institution's image, limit legal and financial liability and risk, and allow proper management of events, catering and dining through high-quality products and services.

In accordance with the EWU Labor Contract, the Facilities agreement between EWU Dining Services and EWU Students through the Pence Union Building, and Licenses issued to EWU Dining through Spokane Regional Health District, Eastern Washington University Dining Services retains the sole right to provide food service at all University properties on the Cheney campus.

This guideline applies without regard to the source of the funds used to pay for the catering services, except as explicitly noted.

Off Campus Events

Event Planning, Dining and Catering Services is available to provide services and products to Eastern Washington University associated events at off campus locations such as EWU Spokane and other events in the region as requested by the Administration and or Departments of Eastern Washington University. Services to these events will be provided on a cost plus basis, (cost plus figured considering planning, product, labor and delivery plus 35%).

All purchases with University funds needs to follow University per diem rates and "Light Meals and Refreshments" standards.

Purpose of Guideline

This guideline applies to all events and functions scheduled on the EWU Campus in Cheney, including all retail food sales.

Event Planning & Catering Services will be the initial contact point for those organizing events. Although events in dining areas will be staffed by Dining Services, this policy will refer uniformly to "Catering Services," for simplicity.

Specifically, this policy provides for:

- Food service safety for University events held on the Cheney Campus. Food and beverages prepared and served by EWU Dining & Catering Services meet or exceed industry standards in shipping, receiving, storage, preparation, and holding, thus limiting the University's liability.
- Adherent to University Labor Contract with Classified Union
- Internal management that assures proper sanitation and controls through appropriate food handler permits. It also offers internal collaboration of one-stop service to the campus community.
- Care and control of University property. EWU Dining & Catering Services have the personnel, experience, knowledge, and equipment to offer professional assistance in planning events so as to minimize the cost of the event.
- The monitoring of Regional Health District requirements for food permits for resale of food items and appropriate controls in compliance with state laws.

Procedures

I. General Guidelines

All food and beverages served on the Eastern Washington University campus in Cheney or at requested University-sponsored events will be provided by EWU Dining & Catering Services, unless an exemption has been granted as described below. EWU Dining & Catering Services has the management responsibility to uphold the quality standards for events associated with Eastern Washington University and to limit the risk associated with all food services provided to the Eastern Washington University community and its guests.

The person responsible for any event that will involve catering should contact the Event Planning Office. Staff from that office will assist with the menu planning and will make every attempt to adhere to budgetary constraints.

Fund Raising Exemption

Student Clubs and Organizations may sell certain foods as a fund raising activity from outside EWU Dining & Catering Services with permission. Request for a "Fund Raising Exemption" shall be made at a minimum of three weeks prior to the event date.

Allowable foods from outside source for fund raising per Spokane Regional Health District; "Commercially produced ready to eat foods that are not potentially hazardous and/or Baked goods prepared in a residential (home) kitchen that are not potentially hazardous (do not need refrigeration-no cream pies, no pumpkin pies) and are wrapped and prepared in a sanitary manner for sale or service by a non-profit organization operating religious, charitable, or educational purposes and if the consumer is informed that is not inspected by a regulatory authority.

EWU Potluck Guidelines

EWU Dining Services has established the following guidelines in order to ensure compliance with health department regulations related to preparation, storage and serving of food items, to minimize potential liability and to ensure good food service practices

This guideline applies to all faculty, students, staff and administrators interested in hosting a potluck in university facilities.

Guideline Statement

On-campus organizations planning closed, limited social functions to which only on-campus individuals are invited (e.g. departmental and student clubs functions) in any campus facility, may be allowed to supply their own home-prepared food and drinks pending approval of EWU Dining Services. All approvals must be obtained a minimum of two weeks prior to the proposed event. Such events may not generate revenues of any kind. Approval must be secured in writing through the EWU Event Planning and Catering Office.

Any open social function, to which the general campus or public are invited and any on-campus business function must have all food and beverages catered through EWU Dining Services. In addition any external organizations are required to have all food and beverages catered by EWU Dining Services.

This Guideline Statement is not intended to apply to those campus group gatherings where each individual brings his/her own lunch, commonly referred to as “brown bag.”

Food prepared and served by the EWU Dining Services is exempt from the approval process outlined in this guideline.