

CSULB Food Handling Procedures

I. GROUP ONE FOODS

- a) *Group One foods are pre-packaged foods and baked goods not requiring refrigeration or heating.* In addition, packaged candy, fresh fruit, canned soft drinks, and flowers may also be approved.
 - i) Foods must be purchased from an approved source (Smart and Final, restaurant, bakery, etc) and pre-packaged when purchased.
 - ii) Servers are to use utensils or wear plastic gloves when serving the food. Customers are not to serve themselves. Spare utensils must be available. Also, servers are to refrain from smoking or personal grooming during food sales.
 - iii) Food handlers are not to handle money. Other individuals should be designated to handle money.
 - iv) Use of a table covering (disposable or cloth) is recommended.
 - v) Extra foods/beverages are to be stored off the ground unless in a cooler.
 - vi) Recommend an overhead canopy/overhead protection to protect foods.
 - vii) Groups should bring extra trash bags, and clean area of debris during and after sale.
 - viii) Recommend operating within 200 ft of a restroom

II. GROUP TWO FOODS

- a) *Group Two foods are those requiring heating or refrigeration.* Group Two foods usually approved are hot dogs, hamburgers, tacos and the like. Foods prepared by one of the campus food services for organization distribution or sale may also be approved. The maximum serving time for any Group Two foods is four (4) hours.
 - i) Food/beverage must be prepared and stored at site of sale, unless prepared in a licensed food facility and served immediately. **PREPARATION OR STORAGE OF FOOD IN PRIVATE HOMES IS NOT PERMISSIBLE.**
 - ii) Except where all food and beverage is prepackaged, hand washing facilities or supplies are to be provided at food sale site. Sterile, pre-moistened towelettes from individual dispensers are acceptable. Otherwise, a table top hand washing station consisting of a bottle of water with spout, paper towels, liquid soap and dispenser, and container to catch water flow must be available.
 - iii) An approved 3 compartment utensil and hand wash sink must be available within 100ft of booth

- iv) Servers are to use utensils or wear plastic gloves unless food is pre-packaged. Customers are not to serve themselves. Spare utensils must be available. Also, servers are to refrain from smoking or personal grooming during food sales.
- v) Food contact surfaces are to be smooth, easily cleansed, and nonabsorbent, e.g. cutting boards, trays.
- vi) Food/beverage is to be protected at all times from unnecessary handling and shall be stored, displayed and served in a way so as to avoid contamination.
- vii) All food processing other than some cooking processes (i.e. BBQ, frying) must be performed in an enclosed/screened food booth to prevent contamination.
- viii) Potentially hazardous food and beverage shall be maintained at or below 45 degrees Fahrenheit, or at or above 140 degrees Fahrenheit at all times. Food thermometers may be checked out from the office of Student Life and Development.
- ix) Ice used in beverages shall be protected from contamination, served using a scoop (not hands), and shall be maintained separate from ice used for refrigeration purposes.
- x) Food preparers and handlers are to wear clean clothing and keep their hands clean at all times.
- xi) Food and food containers must be stored off of the ground/floor unless in a cooler.
- xii) Hot water **must** be disposed of by pouring into a sink or toilet. Hot oils **must** be transported in a sealed, heat-proof container to the Forty Niner Shops for proper disposal. Call (562) 985-8949 to make arrangements in advance.
- xiii) If a charcoal grill is being used, submit a "Facilities Management" Service Order requesting delivery of a trash can to be used specifically for disposal of ashes. After all foods have been cooked, place the cooled coals in the trash can ordered from Facilities Management and douse the coals with water.
- xiv) Groups should bring extra trash bags, and clean area during and after sale.
- xv) Hot food sales are subject to inspections by the City of Long Beach Health Inspectors to determine compliance with health department regulations.

III. GROUP THREE FOODS

- a) *Group Three foods are those which are pre-packaged or require heating or refrigeration but will be distributed or sold over a period to exceed 4 hours. Group Three foods are those which are sold at events on campus and involve community participation.*
 - i) A permit for Temporary Food Facility from the Long Beach City Department of Health and Human Services is required.

- ii) A booth must be rented that is in compliance with City requirements.
- iii) One utensil and hand wash sink are provided for every 4 booths.
- iv) See City of Long Beach, Department of Health and Human Services, 2525 Grand Avenue, Long Beach (562/570-4000) for permit and booth specifications.
- v) Follow all requirements detailed for Group Two foods.
- vi) Group Three food sales will be subject to periodic on-site monitoring by Student Life and Development personnel and City of Long Beach Health Inspectors.

**For more information, please call:
Office of Student Life and Development
(562) 985-4181**