



## GUIDELINES FOR SERVING FOOD AT EVENTS AND MEETINGS

Serving food at university events or meetings requires adherence to safety and food handling best practices to ensure the well-being of attendees and compliance with university policies. This guide provides essential information to help minimize risks and maintain high standards of safety and hygiene. This document is intended for those serving or coordinating food at events and is not a comprehensive food handling manual. It should be used in conjunction with other event guidelines outlined in the university's risk management framework.

### Food Handling and Safety Guidelines

#### 1. General Food Safety

- **Personal Hygiene:**

- Wash hands thoroughly before and during food handling.

- Avoid direct hand contact with food; use gloves, tongs, or serving utensils.

- **Food Preparation and Storage:**

- Use separate utensils and serving materials for raw and cooked food.

- Clean and sanitize serving tools and surfaces frequently.

- **Allergen Awareness:**

- Clearly label foods with ingredient lists, highlighting potential allergens (e.g., peanuts, shellfish).

#### 2. Serving Guidelines

- **Display and Serving:**

- Ensure food is displayed on clean, elevated surfaces.

- Provide napkins, plates, and utensils for attendees to use.

- Serve food in individual portions whenever possible.

- **Leftovers:**

- Discard uneaten food that has been served or exposed to potential contamination.

#### 3. Responding to Incidents

- Keep a first aid kit readily available for minor injuries.

- Clean up spills immediately to avoid slips or falls.

- Document injuries that occur during food service using this [report form](#)

- Any on-campus incidents or emergencies,





