



The University of Lethbridge Students' Union
University Food Policies

U of L POLICY - BAKE SALES / CONCESSIONS

Bake Sales or Concessions selling self-prepared foods are generally allowed for fund-raising purposes by non-profit groups providing they meet the following restrictions:

- To ensure Canada Food Safety Guidelines, proper sanitary practices, and exclusivity contracts are honoured, all bake sales/concessions must be planned in consultation with the Operations Coordinator of the Students' Union.
- Sport or recreation groups must also have the consent of the Director, Sport and Recreation Services.

U of L FOOD POLICY - APPENDIX A Food Safety Guidelines - REQUIREMENTS FOR BAKE SALES

- Proper sanitary practices must be followed when preparing, transporting, displaying and serving baked goods.
- Food ALLOWED (usually considered to be safe) include: breads, buns, biscuits, cakes, loaves, squares, cookies, muffins, fruit pies and tarts, and doughnuts.
- Food NOT ALLOWED (potentially hazardous) contains meat, dairy products and raw eggs. Cream or meat filled pies & pastries; meringue & pumpkin pies; custards and puddings; icings containing raw eggs, and home-canned food must not be sold at bake sales.
- All food must be individually wrapped in new food-grade materials to protect from contamination. Eg. a new paper plate covered and sealed with plastic wrap. Dispensing of unwrapped food is not allowed. Foods packaged in used materials such as Styrofoam trays, plastic bags, cardboard boxes, etc. are not to be accepted for the bake sale.
- Consider labeling food items with a list of ingredients if known food allergens are used and with the date food was prepared.

U of L POLICY - POTLUCKS

- KEEP HOT FOODS HOT AND COLD FOODS COLD. Keep hot foods above 140°F (60°C) with warming trays, chafing dishes or crock-pots. Keep cold foods below 40°F (4°C) by placing serving dishes on crushed ice.
- Cold food (which is to be served hot at the event) will need to be quickly and thoroughly reheated to a temperature of 70°C for at least two minutes and then served.
- “Potentially hazardous foods” are those containing milk or milk products, eggs, seafood, meat, or poultry and should be avoided at your event unless you are sure you have adequate temperature control.
- Remember the ‘2-hour rule’ - don’t let perishable foods linger for longer than two hours in the danger zone (between 40 & 140°F). Once fruits and vegetables are cut, it is safest to also limit their time at room temperature. The 2-hour limit includes preparation time as well as serving time.
- Keep replacement dishes of food hot in the oven or in insulated containers with hot packs or cold in the refrigerator or cooler with ice or freezer packs prior to serving.
- Do not add new food to a serving dish that has been sitting at room temperature for more than two hours.
- Refrigerate leftovers promptly and use them within two to three days.

GENERAL FOOD SAFETY TIPS

- You have a role in food safety! Bacteria multiply on food that is mishandled and some of these bacteria may cause disease. By making sure the food you buy and prepare remains safe, you can play an important role in reducing the risks of foodborne illness.
- Buyer be aware! Examine food and its packaging at the store – if it leaks, have it repackaged – and again at home. Avoid swollen or leaking cans, or damaged packages – they may expose the contents to bacteria. Select perishable foods last and put those away first – surface bacteria begin to multiply as soon as food surfaces warm.
- Store it right! Keep the refrigerator at 40°F (4°C) or less. Keep the freezer at 0°F (-18°C) or less.

Keep it clean! Always clean your hands, utensils and cooking surfaces thoroughly. Wash your hands with soap and hot water before you handle food, repeatedly while you prepare it, and again when you've finished. Clean (soap and hot water) and sanitize (5ml /1 tsp. bleach per 750ml / 3 cups water) counter tops, cutting boards and utensils after use to kill surface bacteria.

- When in doubt throw it out! Examine food carefully and immediately before you use it. Look for damaged packaging, obvious mold growth, discoloration, unusual odors, feel and texture.
- Make sure it's thawed right! Thaw foods in the refrigerator. Thawing in cold running water or a microwave oven is also acceptable. Thawing at room temperature is unsafe because surface bacteria begin to multiply as soon as the surface warms.
- Cook foods right! Prepare foods quickly, cook them thoroughly and serve them immediately. Don't let potentially unsafe foods linger at temperatures where bacteria can grow. The 'danger zone' is between 40°F (4°C) and 140°F (60°C).
- Don't spread it around! Keep certain foods, like meats and their juices, separated from others during storage and preparation. Rinse and sanitize dish cloths often and use separate dish towels for each part of the kitchen so as not to spread bacteria. Keep a separate cutting board for meat. Keep foods covered. Flies, other insects or accidental splashing during preparation of other foods can introduce bacteria.