

# Lewis & Clark College Food Service Waiver Form

In October 2003, the College Executive Council approved a new catering policy that requires use of Bon Appétit Food Service by all external and internal clients for catering of food, *unless exempted*. The policy reiterates the College's discretion to exempt both external and internal clients from this requirement and provides protocol for exemptions (Office of Vice President and Provost or designate). Additionally, the policy recognizes traditions of "potluck" gatherings sponsored by College departments and organizations. It provides exemption protocol and necessary educational tools for potlucks through the Office of the Vice President and Provost or designate. Finally, the policy provides exempted external and internal clients the opportunity to utilize Bon Appétit food, its personnel and/or equipment, at Bon Appétit's discretion, to supplement potluck gatherings, with reasonable client charges.

## Applicant Information

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Organization/Sponsor Hosting the Event: \_\_\_\_\_

## Event Information

Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Opening hour: \_\_\_\_\_ A.M./P.M. Closing hour: \_\_\_\_\_ A.M./P.M.

Location: \_\_\_\_\_ Reservation ID# (See Room Confirmation Email): \_\_\_\_\_

Estimated Attendance #: \_\_\_\_\_ Guests Over 21: \_\_\_\_\_ Under 21: \_\_\_\_\_

## Plans for Food & Beverages at Event

Reason for Bon Appétit Food Service Waiver Request: \_\_\_\_\_

Type/Amount/Origin (Homemade or Commercial) of Food to be Served: \_\_\_\_\_

Type and Amount of Beverages to be Served: \_\_\_\_\_

Will Alcohol be Served at the Event? ☐ No ☐ Yes. *If "yes," Bon Appétit or other OLCC licensed server must serve the alcohol, and the College's Alcohol Use Approval Form must be completed.*

*Have These Arrangements Been Made?* ☐ No ☐ Yes. OLCC Server: \_\_\_\_\_

Will You Order Food/Beverages from Bon Appétit to Supplement Your Meal? ☐ No ☐ Yes

Will You Need Equipment/Personnel from Bon Appétit? ☐ No ☐ Yes

*If you answered "yes" to either of the last two questions, please consult with Bon Appétit Catering, (503) 768-7888, to make arrangements. Bon Appétit reserves the right to provide food, its equipment and/or personnel, at its discretion, to supplement potluck gatherings.*

(over)

The Applicant hereby warrants and confirms that the information contained within, to the best of his/her knowledge, is true and correct, and further certifies that he/she has read the College's *Catering Policy* and the USDA food and safety inspection service flier, *7 Food Safety Steps for Successful Community Meals*, which accompanies this form.

By signing below, the Applicant understands and agrees to use the information included in the *7 Food Safety Steps for Successful Community Meals* flier to help ensure safe preparation and handling of food at the event. The Applicant understands and agrees that the completion of this application shall not be binding until accepted by the Office of the Vice President and Provost or designate.

\_\_\_\_\_  
Date: \_\_\_\_\_  
SIGNATURE: Applicant

\_\_\_\_\_  
Date: \_\_\_\_\_  
SIGNATURE: Authorized College Representative  
(Vice President and Provost or designate)

\_\_\_\_\_  
Date: \_\_\_\_\_  
PRINTED NAME: Applicant

\_\_\_\_\_  
Date: \_\_\_\_\_  
PRINTED NAME: Authorized College Representative

Day: (     )                      Eve: (     )  
DAY & EVENING PHONE NUMBERS

(     )  
OFFICE PHONE NUMBER

(     )  
FAX NUMBER

(     )  
OFFICE FAX NUMBER

**COMPLETED BY OFFICE OF THE VICE PRESIDENT AND PROVOST**

Final Determination:    ☐ Approved by: \_\_\_\_\_    ☐ Denied by: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

cc: Applicant            ☐ By Mail            ☐ By Fax  
    Bon Appétit        ☐ MSC 181        ☐ By Fax: x7899  
    Campus Events    ☐ MSC 105        ☐ By Fax: x7106  
    Provost            ☐ MSC 37         ☐ By Fax: x7205

# **Lewis & Clark College Catering Policy**

*Approved by the College Executive Council, October 22, 2003*

Lewis & Clark College contracts with Bon Appétit Management Corporation (Bon Appétit) to manage and operate its food service, which includes board plans, retail sales, and catering.

## **Food**

Internal clients (Lewis & Clark College student organizations, departments, programs, offices) and external clients (Lewis & Clark College alumni, employees, outside organizations, and others) are required to utilize Bon Appétit for catering unless this requirement is waived by the Office of the Vice President and Provost or designate for alternate catering arrangements (other third party vendors or client-catered potlucks).

## **Potlucks**

Clients arranging potlucks are expected to utilize educational materials provided by the Office of Campus Events to assist in promoting and maintaining food safety in preparation, transportation, storage, handling, and presentation at potluck gatherings.

Bon Appétit will provide requested personnel and equipment, and, at its discretion, may also provide food as requested at a reasonable fee in support of events catered by third party vendors and/or by clients. Please include Bon Appétit early in the event planning process.

## **Beverages**

Bon Appétit will provide beverages for external and internal clients in the context of the College's *Alcohol and Other Drugs Policy* and Oregon Liquor Control Commission (OLCC) regulations.

## **College Permit Process**

In advance of catered events where alcoholic beverages are to be served, all internal and external clients must secure approval through the Office of the Vice President and Provost or designate. The College's *Alcohol Use Approval Form* is available from the Office of Campus Events. Bon Appétit catering personnel will not purchase, handle, store, or serve alcoholic beverages or assist in the service of alcoholic beverages without a fully executed *Alcohol Use Approval Form*.

## **Licensed Server Required**

An OLCC-licensed server is required to serve alcoholic beverages on the Lewis & Clark College campuses. All external clients are required to utilize Bon Appétit licensed servers when alcohol is being served at an event, and all internal clients are required to use either Bon Appétit personnel or other licensed servers.

## **Purchase of Alcoholic Beverages for Events**

All external clients must purchase alcoholic beverages served at catered events from Bon Appétit unless exempted in advance by the Office of the Vice President and Provost or designate.

Internal clients may provide alcohol beverages (through purchase or donation), as long as they are to be served by an OLCC licensed server. When Bon Appétit is serving alcohol not purchased through Bon Appétit, it may assess reasonable charges for handling, storage, set up, and corkage fees.

## **Scheduling**

The Office of Campus Events schedules catered events sponsored by internal or external clients for the Fir Acres and South campuses. At the Law School campus, Law School staff, in consultation with the Office of Campus Events, schedules catered events sponsored by internal or external clients.

Once a venue has been booked, Bon Appétit professional staff will assist clients regarding catering menus, service, and pricing. Please contact staff in the Bon Appétit office, Templeton Student Center, upper level, by phone at (503) 768-7888 (in case of emergency, dial the Kitchen line at (503) 768-7893), or email [catering@lclark.edu](mailto:catering@lclark.edu). The Bon Appétit Catering Guide is available on line at <http://www.bamconw.com/lc/catering.htm>. In addition to a broad selection of menu options, this guide includes Bon Appétit policies regarding guarantees, payment, cancellations, scheduling windows, delivery charges, etc.

All events held at Lewis & Clark College are subject to the College's rules and regulations, including provisions of the College's *Event Management Policy* and *Alcohol and Other Drugs Policy*. Bon Appétit is required to operate in a manner consistent with these policies. For further information regarding these policy matters, please consult the Office of Campus Events.

# 7

## Food Safety Steps for Successful Community Meals

USDA, Food Safety and Inspection Service

April 2001

Whether preparing food for a family reunion or a community gathering, people who are great cooks at home don't necessarily know how to safely prepare and store large quantities of food for large groups. Food that is mishandled can cause foodborne illness. However, by following some simple steps, volunteer cooks can make the event safe and successful!

For more food safety information, call the toll-free USDA Meat and Poultry Hotline at **1-800-535-4555**; TTY: 1-800-256-7072; [www.fsis.usda.gov](http://www.fsis.usda.gov).

For a copy of *Cooking for Groups: A Volunteer's Guide to Food Safety*, write: FCIC, Item #604H, Pueblo, CO 81009.

### 1

#### Plan Ahead — Make sure the location meets your needs.

- Be sure you have enough oven, stovetop, refrigerator, freezer, and work space.
- Find out if there's a source of clean water. If not, bring water for preparation and cleaning.

### 2

#### Store & Prepare Food Safely

- Refrigerate or freeze perishable food within 2 hours of shopping or preparing.
- Find separate preparation areas in the work space for raw and cooked food.
- Never place cooked food back on the same plate or cutting board that held raw food.
- Wash hands, cutting boards, dishes, utensils, and work surfaces frequently with hot, soapy water.

### 3

#### Cook Food to Safe Internal Temperatures — It's the only way to tell if harmful bacteria are destroyed!

- Use a food thermometer to check the internal temperature of meat, poultry, casseroles, and other food. Check temperature in several places to be sure food is safely cooked.
- Never partially cook food for finishing later because you increase the risk of bacterial growth.

### 4

#### Transport Food Safely — Keep hot food HOT. Keep cold food COLD.

- Keep cold food at or below 40 °F. Place in a cooler with a cold source such as ice or commercial freezing gels.
- Keep hot food at or above 140 °F. Wrap well and place in an insulated container.

### 5

#### Need to Reheat? — Food must be hot and steamy for serving. Just "warmed up" is not good enough.

- Use the stove, oven, or microwave to reheat food to 165 °F. Bring sauces, soups, and gravies to a boil.

### 6

#### Keep Food Out of the "Danger Zone" (40–140 °F).

- Keep hot food hot — at or above 140 °F. Place cooked food in chafing dishes, preheated steam tables, warming trays, and/or slow cookers.
- Keep cold food cold — at or below 40 °F. Place food in containers on ice.

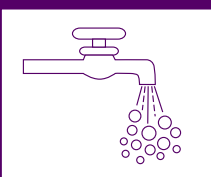
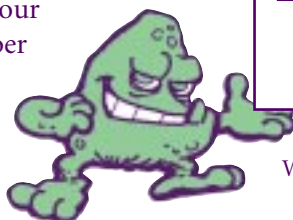
### 7

#### When In Doubt, Throw it Out!

- Discard food left out at room temperature for more than 2 hours.
- Place leftovers in shallow containers. Refrigerate or freeze immediately.

## Fight BAC!™

When preparing for your special event, remember you have the power to Fight BAC!™ and keep your food safe. [www.fightbac.org](http://www.fightbac.org)



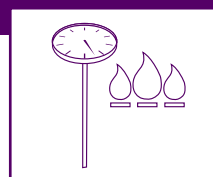
#### CLEAN

Wash hands and surfaces often.



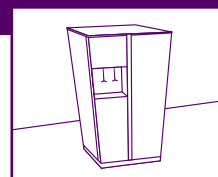
#### SEPARATE

Don't cross-contaminate.



#### COOK

Cook to proper temperatures.

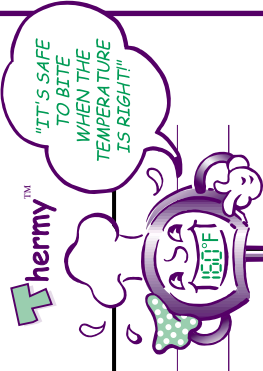


#### CHILL

Refrigerate promptly.

# Internal Cooking Temperatures

Product	°F
<b>Egg &amp; Egg Dishes</b>	
Eggs	Cook until yolk & white are firm.
Egg casseroles	160
Egg sauces, custards	160
<b>Ground Meat &amp; Meat Mixtures</b>	
Turkey, Chicken	165
Beef, Veal, Lamb, Pork	160
<b>Fresh Beef, Veal, Lamb</b>	
Medium Rare	145
Medium	160
Well Done	170
<b>Fresh Pork</b>	
Medium	160
Well Done	170
<b>Ham</b>	
Fresh (raw)	160
Fully cooked (to reheat)	140
<b>Roast Beef</b>	
Cooked commercially, vacuum sealed, and ready-to-eat	140



Product	°F
<b>Poultry</b>	
Chicken, Turkey—whole	180
Chicken, Turkey—dark meat	180
Poultry—breast	170
Duck & Goose	180
<b>Stuffing</b>	
Cooked alone or in bird	165
<b>Sauces, Soups, Gravies, Marinades</b>	
Used with raw meat, poultry, or fish	Bring to a boil.
<b>Seafood</b>	
Fin Fish	Cook until opaque and flakes easily with a fork.
Shrimp, lobster, crab	Should turn red and flesh should become pearly opaque.
Scallops	Should turn milky white or opaque and firm.
Clams, mussels, oysters	Cook until shells open.
<b>Leftovers</b>	
	165

**Note:** These temperatures are recommended for consumer cooking. They are not intended for processing, institutional, or foodservice preparation. Food Service Professionals should consult their state or local food code, or health department.