



## St. Cloud State University Atwood Memorial Center Grilling Fundraising Guidelines

### Guidelines *Prior* to Event:

1. **Reserve Space** - Choose your fundraising date and reserve the grilling area on the Atwood Mall using the campus scheduling system, EMS at:

<https://minnstate.bookitadmin.minnstate.edu>.

Rooms You Can Request		
Outdoor Spaces (CT)	Cap	2
SCSU_Atwood Mall A	9999	
SCSU_Atwood Mall A	100	
SCSU_Atwood Mall E	0	
SCSU_Atwood Mall E	0	
SCSU_Atwood Mall E	0	
SCSU_Atwood Mall E	0	
SCSU_Atwood Mall E	0	
SCSU_Atwood Mall East - Grilling		
SCSU_Atwood Mall F	0	

- The grill can be found under the web process template called “SCSU\_Outdoor Spaces” and is the 7<sup>th</sup> space down in the grid. Click on the green plus sign to select it and then continue with your reservation.

2. **Order Food and Supplies** - All food and supplies for grilling by student organizations will need to be ordered from campus catering services, Huskies Dining. After reserving the grill space with Atwood, please set up a meeting with Huskies Dining Catering to place your food order. Catering can be contacted at (515) 201-9485 or [catering@stcloudstate.edu](mailto:catering@stcloudstate.edu). Please look at the Grill Food Pricing sheet to get an idea as to what you would like to order prior to meeting with Catering.

3. **Catering Expense Authorization Form** (attached in packet) will need to be completed and returned to the catering office **one week prior** to your event, to ensure the organization has approval for the use of adequate funds.
4. **Recruiting and Scheduling of Volunteers** – Your group is responsible for making sure that you have enough volunteers to cook, assemble, serve and handle money for the duration of your event. Please remember that the volunteers cooking cannot be the same volunteers handling the money; these duties need to be separated to ensure food safety for your event.

## Guidelines for the *Day of Event*:

### **1. Pick Up and Set Up Instructions:**

- a. **Grill food, beverages, grill kit, and refrigeration unit** – These items should be picked up in the Atwood Kitchen, which is on the ground floor of Atwood behind the retail locations. A mobile food cart will have all of the food items that you ordered in it, along with the grill kit, and a meat thermometer. As soon as you get to the grill, immediately take the meat products out and place them in the cooler.
  - A hand washing station will be delivered by our facilities team to the grilling area.
- b. **The cash box** – This should be picked up from the Atwood Desk.
- c. **Set Up & Starting the Grill:**
  - i. The refrigeration unit should be plugged in immediately to keep the meat cold. Un-cooked meat should be moved directly from refrigerated unit to the grill.
  - ii. The money handling and customer service area should be set up on the front counter facing Stewart Hall. **No food preparation should be conducted on this counter.**
  - iii. The gas line and grill will need to be turned on by an Atwood building staff member when you are ready to begin cooking. The grill cover should be stored under the front counter.
  - iv. The drain plug on the beverage cooler should be left opened so the ice melt can drain freely.
  - v. Review and follow all safe food prep, handling and storage practices outlined below.

- 2. **Required Safe Food Handling and Preparation** – Safe and careful handling of raw meats and poultry is critical to prevent harmful bacteria from multiplying and contaminating other foods. It is extremely important that proper temperatures are reached during cooking to destroy harmful bacteria. Please follow these practices:

- a. **Hand Washing** – Hands must be thoroughly washed using the hand washing station provided before starting work and if returning to the food preparation area; during work as often as necessary to keep hands clean; after handling raw meat or vegetables, after using a rest room; after coughing, sneezing, or using a tissue or tobacco product; after drinking or eating; and after touching skin or handling soiled items. Gloves should be worn as well to ensure clean hands when preparing, assembling, and serving.
- b. **Preventing Cross Contamination** –
  - i. Use only clean, sanitized food containers, surfaces, and utensils.

- ii. If a utensil is dropped, it should be returned to Atwood for cleaning and the backup utensil should be used.
    - iii. Never use the same utensils for food containers for handling raw meat and also handling ready-to-eat foods (i.e. – hamburger buns, cooked foods, etc.) **Never touch raw foods and ready-to-eat foods with same utensils.**
    - iv. Never touch ready-to-eat foods with your bare hands. Use gloves.
    - v. Provide single use, disposable containers and eating utensils to customers. Never re-use disposables.
    - vi. Keep bare hands away from food contact surfaces like lips of cups, plates, etc. Use Gloves.
  - c. **Food Preparation and Cooking** – a thermometer is provided. Time and temperature requirement must be met to ensure safe food.
    - i. **Cook foods thoroughly** – Keep raw meats on ice or refrigerated until ready to cook on grill. Hamburger and pork must be cooked to 155 – 160 degrees until juices run clear and are no longer pink; poultry must be cooked to 165 degrees; and reheating food must be cooked to 165 degrees. A separate utensil should be used to place meat on buns or plates after cooked.
    - ii. **Holding hot foods** – Hot foods must be kept at 140 degrees and kept no longer than 2 hours.
    - iii. **Holding cold foods** – Cold foods must be kept at 40 degrees or less.
    - iv. **Discard any hot or cold foods after 4 hours if held between 40 and 140 degrees.**
- 3. Money Handling** – The safest practice is for separate individuals to handle the money and the food. If an individual does both, hands should ALWAYS be washed in the approved hand washing station provided with soap and disposable paper towels to dry in between duties.
- 4. Safe Food Storage during the event** –
- a. Raw meat must be stored separately from foods that are ready to eat, and should be stored in the supplied refrigeration unit and kept at 40 degrees or less when not being cooked on the grill. If the insulated cooler is used, the cover must be kept closed as much as possible, and the thermometer must be checked frequently to ensure meats are kept at 40 degrees or less.
  - b. All food, utensils, and food packaging/serve items must be kept at least 6 inches off the floor/ground, and stored in clean, washable containers until needed.
  - c. Chilled beverages must be kept in an insulated cooler on ice or ice packets, and the cooler's drain must be open so that the melting liquid drains freely in to a catch basin.

- d. Prepackaged foods should ***not*** be stored in contact with water or ice.
- e. Cover and protect exposed when not being prepared, assembled or served.

**5. Clean Up and Return of Supplies, Equipment, and Non-Perishable Items:**

- a. **Grill shutdown** – Contact an Atwood building staff member to ensure proper shut down of the grill and the gas line. Cover should be replaced when grill is cleaned and cool.
- b. **Clean Up** – Use the equipment and supplies provided to you to clean the grill surface, all service counters, and the coolers and refrigeration unit. Huskies Dining will take care of washing and sanitizing the utensils in the grill kit after it has been returned to the kitchen. \*Please **DO NOT** place dirty grill utensils back in the grill kit storage bag. These utensils must be cleaned by our staff first.\*
- c. **Return and/or storage of items** –
  - i. **For a 1-day event** – All leftover food and beverage product must be removed and **NOT** returned to Atwood or Catering. All other un-opened supplies, carts, refrigeration unit, etc. are to be returned to the Catering Kitchen. **DO NOT DROP OFF ITEMS AND WALK AWAY.** Always check in with someone to let them know that you are returning items.
  - ii. **For a multiple day event** – At the end of each day, follow the return steps above EXCEPT you can keep the uncooked meats in the mobile refrigeration unit for the next day's activities in the cooler of the Atwood Kitchen. Again, please make sure to check in with a Catering staff member so that we know where your items are. The refrigeration unit needs to be plugged back in to make sure that the product stays at the correct temperature. If not, the uncooked meat must be removed, and disposed of.
  - iii. It is the group's responsibility to pick up any leftovers (not ever to be used for re-sale) within 2 days of the event, or the items will be disposed of by Chartwells.

**Guidelines for proper financial close out activities *After Event*:**

- 1. **Revenue deposit instructions** – Review and use the Minnesota Food Sales Tax reference sheet and the Food Sale Fundraiser Sales Tax Worksheet (copies are attached in packet). Take your revenue and the completed worksheet to the Business Services office located in AS 123 for correct deposit. This should be completed as soon as possible after the event (Same day is preferable).
- 2. **Ensure Chartwells invoice is paid** – When your organization receives the emailed invoice for your food items and supplies, please work with your advisor to promptly

process a 1400 form in order to pay Huskies Dining for their product and service. Please note: When you receive the invoice, bring it to the Business Services office and they will transfer the money out of your account to pay Chartwells. Chartwells does not have the authorization to take money out of campus accounts.

3. **Gas chargeback** – Atwood Memorial Center will process an internal chargeback for the costs of gas to power the grill.