

Guidelines for the *Day of Event*:

1. Pick up and Set Up Instructions

a. Food, beverages, supplies, and grill kit (which includes utensils) – These items should be picked up at the Kitchen located in Atwood Memorial Center (AMC) Room A-131. A mobile food cart, refrigeration unit, and hand washing station will be stocked and ready to transport to the grilling area. You will need to complete and sign the Chartwells Pick Up/Return sheet with the Catering staff (a copy is attached in packet).

b. The beverage cooler and cash box – The cooler can be picked up from the Atwood Administration office located in Room 110. Ice for the beverage cooler should be obtained from Chartwells. The cashbox can be picked up behind the information desk at AMC 169. (Ask for Cindy).

c. Set up and starting the grill –

i. The refrigeration unit should be plugged in 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.

1. 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 (i.e. – cell phone). Gloves should be worn as well to ensure clean hands when preparing, assembling, and serving.

2. 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.

3. 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.