Authority

PCC Board Policy - B 507

Summary

Portland Community College is committed to providing a safe and healthy work and educational environment for our employees, students and visitors. Risk Services is responsible to review current programs, contracts, and grants and provide recommendations to prevent and minimize losses.

<table>
<thead>
<tr>
<th>Section</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laws and Regulations</td>
<td></td>
</tr>
<tr>
<td>Definitions</td>
<td></td>
</tr>
<tr>
<td>Introduction</td>
<td></td>
</tr>
<tr>
<td>Procedure to Obtain Authorization to Hold Event</td>
<td></td>
</tr>
<tr>
<td>Holding the Event</td>
<td></td>
</tr>
<tr>
<td>Food Carts</td>
<td></td>
</tr>
<tr>
<td>Responsibilities</td>
<td></td>
</tr>
<tr>
<td>Training</td>
<td></td>
</tr>
</tbody>
</table>

Form

Agreement to Serve or Sell Food
This guideline explains how the College will comply with the laws and regulations of county, state, and federal health departments and agencies when serving or distributing food at any College campus, center, or other location. Compliance is essential to minimize the possibility of foodborne illness for all food-related events at any campus/center or location.

This guideline also establishes the food safety training requirements and provides guidance for staff and students who wish to participate in an event where food will be served at any College campus, center, or other location.

Laws and Regulations

- Oregon Revised Statutes (ORS) 624 Food Service Facilities;
  - ORS 624.086 Single-event temporary restaurants;
- ORS 174.109 “Public body” defined;
- ORS 174.117 “Special government body” defined;
- ORS 431.143 Environmental public health programs;
- U.S. Food and Drug Administration’s Food Code; and
- County Environmental Health departments where event will take place.

Definitions

Public Event: A gathering or other event open and accessible to the public. For this guideline, “the public” means but is not limited to: PCC students, faculty, and staff; as well as non-PCC individuals.

Private Event: An event where the participants have been personally invited, individually by name, and the event coordinator can produce the names (College G numbers are not acceptable) with current contact information for each participant should the need arise or should this information be requested by the county’s Environmental Health personnel within 90 days after an event.

NOTE: Having persons sign-in at the entrance to an event does not in-and-of-itself make it a “private event.”

NOTE: A general announcement/advertisement such as: a mass email, posted flyer, or announcement in a class or meeting makes any event a “public event.”

Temporary Restaurant: An establishment that operates in connection with a gathering or other event where food is prepared or served for consumption by the public.

NOTE: Each food booth, table, or cart that is serving or distributing a different food item to the public must apply obtain their own, separate temporary restaurant license.

Person in Charge (PIC): For a College department or student group this means a benefitted PCC employee who must have a current Food Handlers Card and has knowledge of food sanitation rules and procedures of the county and the College. For an outside restaurant or food cart this means they must designate one of their employees, who is properly credentialed, as the PIC.
Introduction

Oregon law requires each person or organization that wishes to sell or give out food to the public to obtain a Temporary Restaurant License. This means that for each event each food booth, table, or cart that is serving or distributing a different food item must apply for a separate license. This applies to any temporary operation or an event where food is served to the public, such as a carnival, celebration, fair, or festival (e.g., Cinco de Mayo, Neighborhood Fair).

The College’s Food & Vending Services (Food Services) complies with all appropriate county, state, and federal laws and regulations for the preparation and service of food and beverages to all persons at all College campuses, centers, and other locations.

A College department, organization, or student group that wishes to serve food to the public at any campus, center, or other location for a single event must be in compliance with all laws and regulations of the state, federal government, the county where the event is being held, and the requirements of the College.

Food Services maintains a record of all food events held on any campus, center, or other location in order to record and evaluate the College’s compliance with these laws and regulations.

Procedure to Obtain Authorization to Hold Event

For any event where food will be served, the first step will be to:

- Complete and submit an Agreement to Sell or Serve Food at least 25 days prior to the event to Food Services.

Based on past history most events that serve food will meet the definition of a public event. In addition to completing the Agreement to Sell or Serve Food, you must also do the following for a public event:

1. Complete and submit an Application for a Temporary Restaurant License 21 days prior to the event to the county’s Environmental Health Department in the county where the event will be held;
   a. If an outside vendor is used, submit the vendor’s Temporary Restaurant License and/or Business License to Food Services; and
   b. The vendor’s Certificate of Liability Insurance with an Additional Insured Endorsement naming Portland Community College as an Additional Insured 21 days prior to the event to Risk Services. See Appendix B: Forms and Insurance.

   NOTE – If the restaurant is applying for a Temporary Restaurant License, a copy of the paid application must be sent to Food Services

For a private event, as described in the Definitions section a Temporary Restaurant License is not required because food is not being served to the public and all the guests have been
personally invited. However, other requirements in this guideline to ensure food safety will still apply.

**HOLDING THE EVENT**

Once you’ve obtained authorization, the following steps must be taken:

1. Post the Temporary Restaurant License and any other required documents in open view of customers during the event;

2. Ensure there is a Person in Charge (PIC), as described in the Definitions section, at the booth during the county’s inspection process and at all times while food is being served;

3. Ensure the food booth or table is properly set up and with the required handwashing unit;

4. Ensure each person working at the food booth or table has a valid Food Handler Card. This card must be available on request by inspectors and College staff;

5. Ensure only authorized food items are served at the booth or table;

   NOTE: All food must be produced at an inspected restaurant’s licensed location, and then may be served “ready-to-eat” at the College’s campus, center, or other location. This applies regardless if the food is being sold or given away by a College department or student group.

   NOTE: The US Department of Agriculture (USDA) prohibits either the giving away or the reselling of a product that has a meat composition of 3% or higher.

   NOTE: Food may not be produced in a home to be sold or given away at public events.

6. Ensure all serving utensils are properly sanitized.

**FOOD CARTS**

A food cart (called a mobile food unit) must be licensed and pass a health inspection by the Environmental Health Department in the county where it operates. This applies to any portable vehicle (e.g., espresso cart, hot dog cart, or full-service trailer) where food is prepared, sold, or dispensed to a consumer. The food cart must be on wheels and have the ability to be mobile at all times during operation. It must have no permanent connection to any utility service including water, sewer, or electricity.

Additionally, food cart operators may not cater an event away from their cart. They must sell or dispense the food directly at the food cart location. For example, they cannot prepare the food in their cart and then serve it in a dining room away from the cart.

Like any other event serving food, if you will be using a non-College food cart you must complete and submit an [Agreement to Sell or Serve Food](http://example.com) at least 25 days prior to the event to Food Services.
Upon authorization from College Food Services, the food cart operator with a current county appropriate Food Cart License may serve food on College property without obtaining a Temporary Restaurant License in the same county where the food cart is licensed. For example, a food cart licensed in Multnomah County would not need a Temporary Restaurant License for events at Southeast, Sylvania, or elsewhere in Multnomah County. However, the same food cart would have to get a license for events at Rock Creek, Newberg, or elsewhere outside Multnomah County.

The food cart operator may not modify the food cart or alter the food service methods after the food cart has been licensed.

Please note that a non-College food cart is allowed on College property once per term per campus, center, or other location.

RESPONSIBILITIES

The College Event Coordinator has the responsibility to see that all required documents have been submitted to the College’s Food Services and to Risk Services in a timely manner.

The College Event Coordinator is also responsible for ensuring that these guidelines are followed. This includes ensuring the following forms a visibly posted at each individual food booth, table, or cart:

- Copy of the Agreement to Sell or Serve Food; and
- Copy of the vendor’s Application for Temporary Restaurant License; or
  - the vendor’s Temporary Restaurant License or current Food Cart License and Inspection Form; and
- Copy of vendor’s current Certificate of Liability Insurance with Additional Insured Endorsement

TRAINING

Training for Service of Food to the Public is required for all College personnel and students who are participating in an event where food will be served or distributed to the PUBLIC at a College campus/center or location.

1. A College employee or student participating in a College food event must attend training for Service of Food to the PUBLIC before the event.

2. Training is scheduled through Risk Services during Fall and Winter terms and must be completed with certification received by the individual before he or she can participate in a College food event.

3. The “Person in Charge” must have a current Food Handler’s Card and be trained in food preparation, sanitation rules and procedures, and show certification upon request.

4. Each person (student or otherwise) working at the food booth/table must also have a valid Food Handler Card.
IMPLEMENTATION AND INTERPRETATION

Any questions relative to the intent or application of this procedure should be directed to the Risk Manager who is delegated the responsibility for interpreting and implementing this procedure.