

UC SANTA BARBARA POLICY AND PROCEDURE

Interim Food Service Policy

Contact: Environmental Health & Safety or Housing and Auxiliary Services

Supersedes: Food Services Interim Policy 6005, February 2001

Technical Update: June 2010

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Interim Food Service Policy

I. Scope

The Interim Food Service Policy governs all catering, food distribution and food sales that are hosted or administered by members of the university community or that use university managed funds or facilities.

II. Policy

To enhance our working environment and collegial relationships between faculty, students and staff, a diversity of food choices will be provided and conveniently located on the campus. Food services are to be financially solvent and meet campus and industry health standards.

III. Catering, Food Distribution, and Sales Responsibilities

- A. [UCen Dining, Housing & Residential Services \(H&RS\) Special Events Catering](#) and [The Faculty Club](#) have exclusive responsibility for providing all catering, food distribution and sales on the Santa Barbara campus.
- B. **Housing and Residential Services (H&RS) Concessions** has responsibility for providing food services for events held at campus athletic facilities, tournaments, concerts, Arts and Lectures events, and for unaffiliated organizations that rent a campus facility for an event.
- C. **Departments** shall contact UCen Dining, the Faculty Club, and H&RS Special Events Catering or Concessions for catering, dining, or food sales. If they are unable to provide the needed food services, the department may contract with a caterer who 1) is certified as meeting industry health standards, 2) possesses a health permit, and 3) meets university insurance requirements. (See [Catering Guidelines](#))
- D. **Environmental Health & Safety** may perform inspections of food and catering providers as necessary. If practices, standards or guidelines are not being followed Environmental Health and Safety may require corrections to be made or discontinue the distribution of food by that provider.
- E. **Risk Management** is responsible for determining whether off-campus food vendors and caterers meet university insurance requirements. Insurance requirements for off-campus food vendors may be obtained from the Office of Risk Management.

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- F. **Food providers** are required to obtain county health permits, UCSB food permits, and to meet all university insurance requirements. Food providers must display required permits at the event at which the food is provided. Applicable requirements may be obtained from Environmental Health and Safety or from UCen Dining.

IV. Exceptions

- A. The **Faculty Club** shall be the first point of contact for weddings held on the Santa Barbara campus. If the Faculty Club can't accommodate the client's needs, the Faculty Club will refer the client to Campus Dining Services.
- B. The **University Children's Center** is responsible for providing snacks and limited lunches for the University Children's Center.
- C. **Multicultural Center** staff, after having been trained in professional food safety, may prepare, or supervise the preparation of food in the Multicultural Center kitchen to enhance particular Multicultural Center programs. The food is to be offered and consumed during the event. The Multicultural Center is responsible for reviewing, approving, and supervising the event, food preparation and distribution. Guidelines for these events may be obtained from the Multicultural Center.
- D. **Student Groups** may have bake sales no more than once per month per group. Permits are required. Permits must be authorized by the Office of Student Life and displayed at the sale. Permit applications and guidelines for food type, preparation, and approved locations may be obtained from the Office of Student Life.
- E. **Individuals** may provide light refreshments for meetings or have potlucks for department gatherings only when basic sanitary practices and campus and industry health standards are met. The Health and Safety Code may be obtained from Environmental Health and Safety.

V. References

[Business and Finance Bulletin A-17, Housing and Food Service Operation](#)

California Restaurant Act, Division 31, Chapter 11, California Health and Safety Code (available from Environmental Health and Safety)

[Catering Guidelines – Environmental Health and Safety](#)

[University Guidelines on Contracting for Services, September 2002](#)

[University Policy on Management of Health, Safety, and the Environment, October 2005](#)