

UC SANTA BARBARA POLICY AND PROCEDURE

FOOD SERVICES

Contact: Environmental Health & Safety or Housing and Auxiliary Services

Supersedes: Food Services Interim Policy, June 2010

Update: September 15, 2017

Pages: 4

FOOD SERVICES

I. SCOPE

This policy governs all catering, food distribution, and food sales (including vending) hosted or administered by members of the university community or that use university managed funds or facilities.

II. DEFINITIONS

Food Services: For purposes of this policy, means any catering, food distribution, and/or food sales (including vending) hosted or administered by members of the UCSB community or that use UCSB managed funds or facilities.

III. POLICY

To enhance our working environment and the collegial relationships between faculty, students, and staff, a diversity of food choices will be provided and conveniently located on the campus.

All Food Services provided by UCSB must be financially solvent.

All Food Service providers, whether campus based or off-campus based, must meet campus and industry health standards and conform to all applicable state laws.

All individuals and departments, as well as any individual or group that use UCSB managed funds or facilities, that provide, sell, or otherwise distribute food on campus, for any reason, must do so in accordance with the procedures outlined in Sections IV and V of this policy.

IV. PROCEDURE & RESPONSIBILITIES

- A. UCen Catering, Special Events Catering, The Club, Campus Concessions, UCen Dining, and Residential Dining have exclusive right and responsibility for providing all Food Services on campus, at any campus owned or leased property, and for all University sponsored events, on or off-campus.
 1. **UCen Catering** and **Special Events Catering** have first right of refusal to provide catering for any UCSB event that includes catering.
 2. **UCen Catering** has the right of first refusal for all catered events taking place in the UCen.
 3. **Special Events Catering** has the right of first refusal for all catered events in the Loma Pelona Center, West Conference Center, De Anza Conference Center, San Clemente Conference

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Center, Sierra Madre Meeting Rooms, Portola Dining Commons or San Joaquin Village.

4. **The Club** has the right of first refusal for all catered events hosted at The Club.
 5. **Campus Concessions** has right of first refusal for providing food services for events held at campus athletic facilities, tournaments, concerts, Arts and Lectures events regardless of whether the event is organized by an official university department or an unaffiliated organization.
 6. **Vending:** UCen and Residential Dining are the exclusive providers of vending, including candy, snack, prepared food, and beverage, at all University owned or managed properties.
- C. **Food Trucks:** Campus Concessions has exclusive responsibility for the review and approval of the use of any food truck on the UCSB campus. Any department or unaffiliated organization seeking to use a food truck at an event must first contact Campus Concessions for approval.
- D. Regardless of whether or not a Food Services need takes place in one of the venues listed in Section IV.A.1-4 of this policy, all individuals and departments, as well as individuals and groups that use UCSB managed funds or facilities, must contact UCen Dining, Special Events Catering, The Club, or Campus Concessions for Food Service needs that equal or exceed \$150.00 in accordance with Section IV (A).

If UCen Dining, Special Events Catering, The Club, or Campus Concessions are unable to provide the required food services, an individual or department may contract with a caterer when:

- The caterer is on List of Caterers Approved to Work at UC Santa Barbara Events (hereafter, "The List");

OR

- The caterer has been approved by the Risk Management Office as having the requisite health permits and insurance;

AND

- A completed Campus Catering Permit has been submitted to UCen and Special Events Catering for approval and signature;

AND

- The caterer has signed the Campus Catering Permit.

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When an individual or department wishes to order pizza or other outside food, the total cost of which is less than \$150.00, they do not need the approval of UCen or Special Events Catering and a UCSB Catering Permit is not required. However, except for pizza delivery, ALL food service at UCSB must be ordered from a vendor on The List or who has been approved by the Risk Management Office.

- E. **Environmental Health & Safety** may perform inspections of food sales, distribution, and catering providers as necessary. If practices, standards, or guidelines are not followed, or proper approvals are not in place, Environmental Health and Safety may require corrections to be made or discontinue the distribution of food by that provider.
- F. **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.
- G. Outside caterers are required to obtain county health permits, UCSB food permits, and to meet all university insurance requirements. Caterers must display required permits at the event at which the food is provided. Applicable requirements may be obtained from Environmental Health and Safety, UCen Dining, Special Events Catering, or Campus Concessions.

V. EXCEPTIONS

- A. The **University Children's Center** is responsible for providing snacks and limited lunches for the University Children's Center.
- B. **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 may only be offered and consumed during scheduled events. The Multicultural Center is responsible for reviewing, approving, and supervising the event and food preparation and distribution. Guidelines for these events may be obtained from the Multicultural Center.
- C. **Student Groups** may have one food sale per month per group. Permits are required and must be authorized by the Office of Student Life and displayed at the food sale. Food sales must operate in conformity with all applicable rules and regulations regarding fundraising activities on campus. (See the Campus Regulations Applying to Campus Activities, Organizations, and Students for additional information.)
- D. **Individuals or Departments** 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.

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- E. **Exhibitors at Campus Events** are restricted to the following conditions without a campus catering permit:
1. Distributions of food must be limited to snack size, commercially made and packaged, shelf-stable food items (e.g. candy, trail mix, individually wrapped cookies, soda, etc.). These items must remain in their commercial packaging.
 2. Only sample portions of potentially non-hazardous beverages (e.g. coffee with individually packaged sugars, and shelf-stable creamers) may be distributed.
 3. Food items that could potentially interfere with catering operations cannot be distributed in any area where campus catering entities have right of first refusal.
- No potentially hazardous food items or on-site preparation of food is allowed without prior approval and a valid campus catering permit.
- F. **All Other** departments or individuals, as well as individuals or groups that use UCSB managed funds or facilities, that wish to seek an exception to this policy, for any reason, must submit their request to the Vice Chancellor of Administrative Services for consideration.

VI. REFERENCES

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

[California Retail Food Code](#)

[Catering Process 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](#)

[UCSB Risk Management Information on Catering Services](#)

[UCen Catering Policies and Procedures](#)

[UCSB Special Events Catering Policies & Procedures](#)

[The Club Catering Reservation Policies](#)

[Campus Regulations Applying to Campus Activities, Organizations and Students](#)

[The List of Caterers Approved to Work at UC Santa Barbara Events \(The List\)](#)