

STUDENT AFFAIRS OP 91.210: Food Handling On-Campus by Registered Student Organizations

Date: August 22, 2006

Purpose

To ensure that any registered student organization that prepares food for distribution on campus at a university-sanctioned event receives appropriate training on its preparation and handling, thereby reducing the risk for incidents of food-borne illnesses.

Policy

Approval to prepare food for distribution on campus at a university-sanctioned event will be granted only to those registered student organizations that have successfully completed the Health Education and Wellness course *Food Safety for Food Handlers*.

Procedure

Any registered student organization that prepares food for distribution on campus at a university-sanctioned event must ensure that the individual(s) in charge of the food preparation are certified annually in food handling and distribution prior to seeking approval of the event. This certification may be obtained through the Health Education and Wellness Department of the University Health Services by completing the course Food Safety for Food Handlers found online at www.health.rice.edu/food/. This course will be offered at no cost to the individual or organization. The individual(s) in charge of the planned food preparation and certified as having completed the class must submit the completion certificate when seeking appropriate levels of approval (registered organizations must present this certification along with the Student Activity Coordination Form).

This policy does **not** apply to entities currently certified and holding a valid food service permit from the State Board of Health.

Review

The Vice President for Student Affairs is responsible for the review of this operating every four years or as needed.

THIS POLICY HAS BEEN SUPERSEDED

**DIVISION OF STUDENT AFFAIRS
OPERATING POLICIES AND PROCEDURES**

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REVIEWED BY:

/s/ William Kibler
Vice President for Student Affairs

9/8/2011
Date

/s/ Lesia Bryant
Internal Auditor

9/19/2011
Date

/s/ Joan L. Lucas
General Counsel

9/21/2011
Date

APPROVED BY:

/s/ Mark E. Keenum
President

9/26/2011
Date

THIS POLICY HAS BEEN SUPERSEDED