SPU agents are permitted to hold on-campus cooking events if approved by your oversight Department and Sodexho. Sodexho is the exclusive food provider for Seattle Pacific University, but under special circumstances, students may be permitted to provide food for their own on-campus events. All on-campus cooking events must adhere to the following guidelines:

- Department and Sodexho give final approval of an on-campus cooking and food service event.

- Equipment, other than grills or BBQs, can be personally owned but should be inspected for obvious flaws and safety impairments. If such flaws exist, do not use. Cleaning of the personal equipment should be thorough before use. SPU is not responsible for personal property used in these events.

- All persons involved in food preparation must hold a current, Washington State, food handlers permit, the cost is $10 which will be valid for two years. They must also have the license on them at all times while cooking. For more information, visit: [http://www.kingcounty.gov/healthServices/health/ehs/foodsafety/FoodWorker.aspx](http://www.kingcounty.gov/healthServices/health/ehs/foodsafety/FoodWorker.aspx)

- All persons working the cooking equipment must be 18 years or older.

- Personal BBQs/grills are not to be used. Residence Life may be contacted regarding use of their grills. By using a Residence Life grill, the quality, cleanliness, and functionality of the grill can be monitored.

- BBQs and other cooking events requiring open flames must take place outside and at least 10 feet away from buildings, greenery, shrubs, trees, and wood. Prior to the event, arrangements must be made with Facilities to dispose of used briskets, charcoal, or wood and to arrange re-fueling of propane tanks. This usually involves Facilities providing an appropriate bucket to securely and safely dispose of the remains of the heat source.

- Food thermometers must be used to test the temperature of meat, potato salad, macaroni salad, and other temperature sensitive food items.
  - Meat must be served at 155 degrees
  - Chicken and turkey must be served at 170 degrees
  - Macaroni and potato salads may not be unrefrigerated for more than 1 hour in hot weather and 2 hours in cool weather. Containers of macaroni or potato salad should be kept on ice and stirred frequently to maintain a cool temperature throughout.
  - Chips, pretzels, and other similar items must be pre-packaged. If that is not possible, they must be served using serving utensils.
On-Campus Cooking Policy continued...

- Everyone assigned to dispense food which is home-made or not pre-packaged must be familiar with the ingredients of the food they serve. Food Servers must be especially cognizant of ingredients which may be harmful to individuals with food allergies.

- It is HIGHLY recommended that the food provided not contain peanuts OR be processed in an environment in which peanuts are also processed (read labels.)

- If it is decided to provide home-made food which contains peanuts or milk, it is recommended that the food preparer follow these steps:
  1. Thoroughly clean all equipment to be used in preparing food.
  2. Prepare the food without peanuts or without milk FIRST.
  3. Securely store food in air-tight containers and at appropriate temperatures.
  4. Thoroughly clean all equipment before preparing food containing peanuts or milk.
  5. Securely store food with peanuts or milk in air-tight containers at appropriate temperatures SEPERATELY from the food without peanuts or without milk.
  6. Clearly label which food contains peanuts or milk products.
  7. For your protection, communicate to all food servers which foods contain peanuts or milk products AND provide a clearly written or printed label or placard immediately adjacent or attached to the dish which lists the ingredients or clearly stating that the food contains peanuts, peanut products, or milk.