

PROCUREMENT PROCEDURE MANUAL	TITLE: External Caterers on Campus	
	NUMBER: PRO-AUX-002	VERSION: 07
	ISSUED DATE: 4/22/2013	REVISION DATE: 7/12/2021

➤ **Purpose:**

The College contracts with a primary food service provider. The primary food service provider(s) have the right of first refusal for on campus catering. In cases where the primary food service provider(s) cannot provide the catering services, certain guidelines must be followed. The procedure is designed to reduce the risk of foodborne illness from meals that are improperly prepared, maintained, or served. The requirements identified in this procedure are applicable to faculty, staff, students and anyone using Palm Beach State College facilities. Campuses without a primary food service provider on site should contact the Office of Auxiliary Services for guidance.

➤ **Definitions:**

External caterer: Any food service provider that is not the College’s Primary Food Service Provider.

Primary Food Service Provider: The company/companies who have contracted with the College to provide cafeteria and catering services.

Right of First Refusal: A contractual right that gives the primary food service provider(s) the option to provide catering at Palm Beach State College, before being offering to another entity.

➤ **Responsibility:**

College Department: Reviews the External Catering procedure and submits the External Catering Form to the Auxiliary Services Office.

Auxiliary Services Manager: Receives the External Catering Form and reviews for potential health and safety concerns.

➤ **Procedure Details:**

1. The College department schedules the event through the appropriate scheduling office.
2. The College department contacts the Primary Food Service Provider for a quotation or consultation for the upcoming event.
3. If the Primary Food Service Provider(s) indicates that it cannot provide the service, the department will then contact the desired caterer or local take-out restaurant and complete the External Catering Form.
4. The External Catering Form must be submitted at least two weeks prior to the event to be considered. The Auxiliary Services Manager will determine if the external catering can be utilized for the specified event.
5. The external caterer shall:
 - a. Be [licensed](#) to operate a food service operation in the state of Florida. A copy of the license must be submitted to the Auxiliary Services Office.
 - b. Comply with the standards established by chapter [64E-11, Florida Administrative Code](#) and the Florida Department of Health under [Chapter 381, Florida Statutes](#).
 - c. For catered events where food needs to be kept hot and/or cold, the licensed caterer shall:
 - i. Remain on site as long as their food is being served,
 - ii. Provide a server or on-site manager/designee who is [Serv-Safe](#) trained,
 - iii. Maintain appropriate temperatures, both cold (<40 degrees F) and hot (>140 degrees F), for the duration of the food service,
 - iv. Post signage (8 ½" X 11") that indicates that the food may contain nuts, dairy, seafood or other potential food related allergens, and
 - v. Be expected to appropriately discard or remove from the site any food that has not been consumed at the end of the event.
 - d. Provide proof of insurance
 - i. Palm Beach State College and its District Board of Trustees named as additional insured
 - ii. General liability coverage minimum of \$1,000,000

6. For events utilizing either onsite catering or take-out, the following guidelines have been established in response to COVID-19.
 - a. Individual portions/boxes used or serving staff wearing masks and gloves and following appropriate safety precautions. Self-service buffets should not be utilized unless items are individually boxed/wrapped or served by servers wearing masks and gloves and using sanitized utensils.
 - b. Table for placing food should be wiped down before and after with disinfectant wipes.
 - c. Have disinfectant wipes available for any spills, etc.
 - d. Anyone handling the boxes should be wearing gloves (to place on table, etc)
 - e. Hand Sanitizer available at the site of the distribution
 - f. Pens used to sign in should be disinfected between users
7. If a caterer is delivering food that is not considered potentially hazardous, such as bagels, donuts and coffee, etc., they would not be required to remain on site, or serve this type of food. It is the responsibility of the event contact to discard any remaining food/beverage that is not consumed with 1 ½ hours after arrival at the site.
 - a. If items such as cream and milk are left on site for coffee and tea, these items must remain on ice.
 - b. If cheese and/or meat platters, shrimp or similar food is to be served at an event, they must also be kept on ice or refrigerated.
8. If the College department is utilizing a local take-out restaurant, the event contact shall:
 - a. Obtain the take-out food from a restaurant that is less than 30 minutes from the event site
 - b. Be responsible for picking up the cold or hot food from the restaurant, to verify that the temperature has been appropriately maintained, and
 - c. Ensure that the food (including meals, pizza, salads and dressings) is consumed within 1 ½ hours from the time of actual pickup.
 - d. Any uneaten food must be disposed of at the end of the 1 ½ hour time frame, unless
 - i. The cold food has been kept at a temperature of < 40 degrees F for the duration of the meal.

- ii. The hot food has been kept at a temperature of > 140 degrees for the duration of the meal.
9. Coke and their entire family of beverages are the exclusive pourer on all College property. Organizations or their contracted catering provider may not serve any competitors' brand.
10. Groups working with external caterers or local take-out restaurants are responsible for ensuring that all food preparation safety standards are followed. Groups are also responsible for all clean-up and trash/recycling removal. Any charges for excess clean-up or facility damage (stains, broken equipment, etc.) are the financial responsibility of the organization sponsoring the event.
11. Items prepared from home are not permitted for meetings or events under any circumstances.
12. The insurance requirement may be waived for those events where takeout or delivery is utilized, and the vendor will not be onsite for the program.

➤ **References:**

College Board Policies: 6Hx-18-4.06

<http://www.palmbeachstate.edu/boardoftrustees/documents/BoardPolicies/Section4/4.06.pdf>

External Catering Form:

<https://www.palmbeachstate.edu/auxiliary-services/documents/OutsideCateringForm.pdf>

FL Administrative Code: 64E-11

<https://www.flrules.org/gateway/chapterhome.asp?chapter=64E-11>

Florida Department of Business and Professional Regulation (DBPR)

<https://www.myfloridalicense.com/wl11.asp?mode=0&SID=>

Florida Statutes: Chapters 381

<http://www.flsenate.gov/Laws/Statutes>