

PROCUREMENT PROCEDURE MANUAL	TITLE: External Caterers on Campus	
	NUMBER: PRO-AUX-002	VERSION: 05
	ISSUED DATE: 4/22/2013	REVISION DATE: 5/9/2018

➤ **Purpose:**

The College contracts with a primary food service provider. The primary food service provider is the preferred catering partner. In cases where departments/organizations choose to utilize an external vendor, 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.

➤ **Definitions:**

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

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

➤ **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 department determines that the Primary Food Service Provider will not be utilized for the upcoming event, 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. 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.
7. 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. Insure 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.
8. 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.
9. 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.
10. Items prepared from home are not permitted for meetings or events under any circumstances.
11. 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:

<http://www.palmbeachstate.edu/kitchen/documents/OutsideCateringForm.pdf>

FL Administrative Code: 64E-11

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

Florida Statutes: Chapters 381

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