POLICY FOR STUDENT ORGANIZATIONS AND GROUPS SERVING FOOD ON CAMPUS

In order to ensure the safety and wellbeing of the Emory Community it is essential that all student organizations and groups adhere to the following procedures associated with this policy.

The Campus Dining office is available to assist with the planning of an event, appropriate foods to serve and best practices for serving those foods. Simply contact 404-727-4015 or dining@emory.edu.

The sale of food and food products by either a student organization, student group or food vendor contracted by a student organization or student group is prohibited. Donations may be accepted by the student organization or group for the food and food products provided.

All food served on campus must come from one of the following three sources:
1. Emory Dining/Emory Catering
2. Purchased from a licensed food distributor (i.e. Kroger, Publix, SAMS, etc.).
   No homemade food is allowed.
3. America To Go

Emory Catering
The simplest and easiest way to have food served on campus is to utilize the Emory Catering department. Regardless of what you are interested in serving, Emory Catering can meet your needs. Emory Catering is then responsible for the safe food handling and serving of the food to your guest. Contact Emory Catering at 404-712-8948 or catering@emory.edu.

Emory Dining
When purchasing food from Emory Dining that will be served by the student group or organization simply follow the procedures for food from a licensed food distributor.

Licensed Food Distributor
When purchasing food from a licensed food distributor and served directly by the student organization or group, the following procedures must be followed.
1. Any food being served must be covered and/or protected from contamination through the use of lids or other coverings. When possible it is best to serve individually wrapped, prepackaged items.
2. Foods MUST be kept at the proper temperature. Cold foods below 40 degrees F; hot foods above 145 degrees F.
3. All servers much wash hands before working with food. Disposable gloves must be worn in serving/handling unwrapped food.
4. Must use tongs, spoons or other appropriate serving utensils when serving food. No hands!
5. The serving area must be clean, free of clutter and trash, and wiped clean as spills occur.
6. Trash receptacles must be provided nearby.
7. If accepting donations you must have different people handling money than those handling the food, unless items are individually wrapped.

America To Go
Emory’s Office of Procurement and Contracting have an online catering ordering system called “America To Go” through Emory Express. ATG and Procurement will screen the local market of restaurants and caterers selecting reliable, certified, insured, and sustainable food providers for your online ordering. Any of the restaurants and caterers listed may be used by a student organization or group.

When purchasing food from an ATG restaurant or caterer that will be served by the student group or organization simply follow the procedures for food from a licensed food distributor.

If the food is to be served by the ATG restaurant or caterer then they are responsible for the safe food handling and serving of the food to your guest.

Exceptions
If your event absolutely requires food that cannot be provided by one of the three sources listed, please provide in writing to the Campus Dining office a detailed explanation of your event, the food required and food provider you wish to use. This must be presented to the Campus Dining office at least two weeks prior to the event.

If an alternate food provider is approved the student organization or group must provide the following no later than one week prior to the event:

- A copy of the food provider’s current business license
- A copy of the food provider’s liability insurance policy showing minimum coverage of One Million Dollars
- A copy of the food provider’s most recent Health Score showing a minimum score of 90

Contact information

Food Service Administration    Telephone 404.727.4015    email dining@emory.edu
Emory Procurement Office       Telephone 404.727.5400    email e-market@emory.edu
FAQ about Serving Food on Campus

Can I have a bake sale?
Bake sales are not allowed. Only Emory Dining/Catering and those on the Preferred Catering list sanctioned through the Emory Finance Office can sell food on campus. However, you can provide baked items for free and ask for a donation. The baked items need to come from a commercial provider like Publix, Sam's, etc.; they cannot be homemade. They also need to be individually wrapped.

Can I sell other food as a fundraiser?
The answer to this is the same as above. You can give food for free and ask for a donation, but it needs to be individually wrapped or covered before serving.
Example: Donuts or pizza need to be kept covered. Use a clean utensil or a gloved hand (money handler cannot be the food distributor).

What about grilling burgers and hot dogs as a fundraiser?
Grilled burgers and hot dogs are allowed providing they are kept at the proper temperature before grilling and cooled before serving. Keep them covered before serving to avoid contamination. Like other food, they can be given away for a donation, but not sold. You can ask a suggested or a minimum donation.

Can I bring a vendor to sell food to raise money for our organization?
As stated before, only Emory Dining/Catering and those on the Preferred Catering list can sell food on campus. Your vendor can only provide free food for a donation. Second, you must check with Meeting Services to make sure the food being provided does not violate any exclusive contracts. For example, you cannot bring Pepsi products on campus. Check before making any arrangements.

Can I hire another caterer?
If you are using a caterer in Cox Ballroom or Winship Ballroom, you must use Emory Catering. For other locations, please refer to the Finance website for a list of approved caterers.

Can I bring pizza to a meeting?
For a small meeting, you can bring your own refreshments providing the space you are using allows food (you are advised to check the individual facility policy regarding food and drinks). Keep the box closed until being served and have a utensil available for serving.