

**Emory University**  
**GENERAL STANDARDS FOR GROUPS SERVING FOOD ON CAMPUS:**

1. Food must be high quality and clean, and purchased from a licensed food distributor (i.e. Kroger, Publix, SAMS, etc.). No homemade food is allowed.
2. Student groups must meet with the Food Service Liaison to address specific requirements of serving eggs, fish, poultry, meat or other food combinations unless the following criteria are met:
  - a. Food is prepared by Eagle Merchant Vendors see link for list <http://www.emory.edu/dining/Merchants.php>
  - b. Food is prepared by a contracted food provider:
    - i. Emory Dining/Emory Catering
    - ii. Old Fashioned Foods
    - iii. Emory Approved Caterer – See link for details [https://www.finance.emory.edu/home/Procure%20and%20Pay/how\\_to\\_buy\\_in\\_the\\_marketplace/index\\_procure\\_pay\\_cateringservice.html](https://www.finance.emory.edu/home/Procure%20and%20Pay/how_to_buy_in_the_marketplace/index_procure_pay_cateringservice.html)
    - iv. Outside Caterer – See link for details <http://www.emory.edu/dining/StudentOrganizations.php>
      1. Must have minimum Health Score of 90
      2. Must meet University business licensing and insurance requirements.

**Food may not be prepared by any other vendor or individual.**

3. Any food being served must be covered and/or protected from contamination via individually wrapped food items or the use of sneeze guards.
4. Foods MUST be kept at the proper temperature. Cold below 40 degrees F; hot foods above 145 degrees F.
5. All servers must wash hands before working with food. Disposable gloves must be worn in serving/handling unwrapped food.
6. Must use tongs, forks or spoons to serve food. No hands!
7. The serving area must be clean, free of clutter and trash, and wiped clean as spills occur.
8. Trash receptacles must be provided nearby.
9. Must have different people handling money than those handling the food, unless items are individually wrapped.

Note: You are advised to check the individual facility policy on serving food to be sure all stated guidelines for food use within that building or space are followed. These may be different from one location to the next.

**Revised September 1, 2009**