

## **Fundraisers – Selling Food**

Any event on campus involving the cooking, preparation, handling and serving of hot or cold food items for fundraisers will not be approved without a temporary Butler County Health Permit (*please see Procedures for Securing a Temporary Food Service Arrangement below*).

Student organizations may continue to register fundraisers such as bake sales, provided that the food is properly served and/or packaged. Liability issues and health code requirements have necessitated this policy.

Excluded from the above policy are cook-offs or carry-ins because there is no charge for the food.

## **Procedures for Securing a Temporary Food Service Arrangement**

1. You will need to secure an application for a “License to Conduct a Temporary Food Service Operation” from Butler County Health Department.
2. Finalize your menu; the County Health Board must know of all foods you will be vending.
3. Complete the application for a “License to Conduct a Temporary Food Service Operation” for each time you plan to operate. You must list your specific hours of service, and your finalized menu.
4. Take your applications for a “License to Conduct a Temporary Food Service Operation” to the Accounts Payable office or Purchasing and request a check for the total of your applications if using a university account. They are \$60 each, non-refundable.
5. Take your applications and check, made payable to the Butler County Health Department, to their office at 301 S. Third St., Hamilton OH 45011. There they will issue you a receipt and a confirmation of your application.
6. Have disposable gloves, food safe thermometer, method of washing hands, methods to keep hot foods hot, and cold foods cold, as well as methods to control your staff’s hair in place prior to the health departments site visit.
7. On the day(s) of your event, you must pass an on-site health inspection by a county inspector in order to be issued your license and operate your food service.

To pass the health inspection, you must be able to show:

- a. How you will keep cold foods at or below 40 degrees.
- b. How you will keep hot foods at or above 145 degrees.
- c. How your staff will be able to sanitize their equipment and hands on site.
- d. How you will be able to minimize customer contact with the food prior to sale, by using ready-made techniques, food wraps and bags, sneeze guards, and sanitary bagging for utensils.
- e. How you will monitor and record temperatures of food.
- f. How you will minimize employee contact with food, through gloves, beard nets, hats, aprons, uniforms, etc.
- g. How you will store dry goods eight inches off the ground.
- h. How you will separate cash handling employees from food preparation and distribution employees.
- i. How you will react to adverse weather conditions and, should you stay in operations, maintain the safety of the food products for customers.