

**POWAY UNIFIED SCHOOL DISTRICT  
ADMINISTRATIVE PROCEDURE**

**Originator:** Director of Food and  
Nutrition

**Issue No:** 1

**Date:** 12/20/10

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**Reference:** CalCode 113700-114437

**ARTICLE: 6.0 BUSINESS SUPPORT SERVICES**

**6.60. FOOD AND NUTRITION**

**6.62 OTHER SALES**

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**SECTION 6.62.3 School Special Events, including Carnivals, Potlucks, and Festivals**

**Purpose and Scope:** To outline procedures governing the handling of food by non-food and nutrition personnel at school events.

**General:** Special events include, but are not limited to, carnivals, festivals, "grad" nights, potlucks, picnics, pancake breakfasts, and other similar activities.

**Potluck Events:** Potluck meals at which attendees bring food that is donated and shared by the attendees may be held for adults in areas other than the school food and nutrition kitchen. Food and beverage items prepared in private homes shall not be permitted within a food and nutrition facility. (CalCode 114021)

**Health Permit Required:** When the licensed School Food and Nutrition (F & N) kitchen facility is not used, organizations must obtain a Temporary Food Facility Permit from the County Health Department before food can be provided at a public event on campus.

**Health Permit Not Required:** Health permits are not required when school F & N kitchen facilities are used to support the event. **Food prepared or stored in a private home cannot be used in a licensed F & N facility.** An F & N Department certified food safety employee must be hired if the kitchen will be used to prepare and serve non-prepackaged potentially hazardous food and beverage items.

Health permits are also not required when all food and beverages served at the event are nonperishable, prepackaged food, or uncut produce as required by CalCode.

**Catering Service:** Organizations/groups may hire catering companies to service special events, provided they possess approved County health permits. The caterer must be completely self-reliant and comply with County Health Department and District sanitation and food safety regulations. Access to F & N kitchen facilities will not be available without a facility use permit and a PUSD-certified food safety employee.

**Basic Sanitation:** To ensure the health and safety of District staff and students, the following basic sanitation procedures must be followed when handling food:

1. Thoroughly wash hands before preparing or serving food.
2. Cook hot foods rapidly to an internal temperature of 165 degrees F.
3. Hold hot foods at 135 degrees F or above.
4. Hold cold foods at 41 degrees F or below.
5. Cool hot foods to less than 40 degrees F within 2 to 4 hours.
6. Handle and serve food only in a clean and safe environment.
7. Wear plastic gloves when preparing and serving foods.

8. Sanitize all preparation areas by washing surfaces and sanitizing with bleach water.
9. Do not thaw food at room temperature.
10. Use an accurate probe type thermometer to check the internal temperature of foods.
11. Discard all food items left at room temperature longer than two hours.