

*South Kitsap School District*

# *Food Event Guide*

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Kitsap County Health Department  
PTA/PTSO

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# Food Event Guidelines

*What you need to know when you serve food*

## Home Prepared Foods

No home prepared foods may be served or sold in schools during, before or after the school day or at any school sponsored event.

## Student stores and Concession Stands

Where food is being prepared to distribute or sell. An Annual or a Seasonal Food Establishment Permit issued by the Kitsap County Health Department must be obtained. All health department regulations must be followed including having someone with a current Food Handlers' Permit present at all times that food is being prepared and/or served. No permit is required if only selling commercially prepared and individually wrapped items (i.e. chips, candy bars, etc.).

## Classroom Cooking

No potentially hazardous foods may be prepared in classrooms, with the exception of Home and Family Life food preparation classes. Safe food handling procedures must be a part of classroom instruction involving food preparation of non-potentially-hazardous foods. See list of potentially hazardous foods and food handling guidelines.

## Classroom Parties

Foods that may be served may include commercially prepared non potentially hazardous desserts, individually pre-packaged ice cream (not scooped ice cream), and commercially prepared and delivered pizza that is eaten immediately.

## Potlucks

Potlucks that include potentially hazardous foods and involve students, parents and other community members, are not allowed. Dessert potlucks are allowed provided all desserts are prepackaged, commercially prepared and do not include any potentially hazardous foods. See list of potentially hazardous foods.

# Helpful Information

## Food Handlers' Classes

Check the Kitsap County Health Department website or call 360-337-5720.

## South Kitsap School District Food and Nutrition Services

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## Definition of Terms (Con't)

### **Potentially Hazardous Foods**

Foods that contain ingredients that are possibly unsafe to eat. Some food can become unsafe to eat if they are left too long at room temperature and/or handled incorrectly.

### **Potluck**

Events where the people participating have brought food that is consumed only by the people in the group.

### **Seasonal Food Establishment Permit**

Licenses individuals or groups selling and/or serving food at multiple temporary events. Each event must not exceed 21 consecutive days. Issued by the Kitsap County Health Department, Environmental Health Division. There is a fee for this license. If operating from a fixed location for a period exceeding 21 consecutive days, group must apply for an Annual Food Service Establishment Permit.

### **Temporary Event Food Establishment Permit**

Licenses a facility or booth to prepare food for public consumption for a period not more than 21 consecutive days. Issued by the Kitsap County Health Department, Environmental Health Division. Various fees determined by the type of food being prepared.

## Food Event Guidelines (*con't*)

### **Staff Potlucks**

Potlucks for a “defined group” of staff members is allowed. A defined group is one that is made up of a limited number of people (i.e. a building staff) that does not include others from the outside to which the food would be sold or offered.

### **Cookie and Popcorn Sales**

Sales using commercially prepared cookie dough and popcorn sales in schools are permitted provided the people preparing and selling the cookies or popcorn use a scoop to fill bags with popcorn and/or wear disposable gloves if touching any part of the food product.

### **Events**

Events that include coffee, tea, punch, cookies and/or cake are allowed and do not require a Food Establishment Permit. All cookies and cakes for these events must be commercially prepared and be non-potentially-hazardous. See list of potentially hazardous foods.

If schools or school-related groups choose not to utilize the Food and Nutrition Services Department (FNS) for their food events (such as ice cream socials, pizza parties, BBQ's, spaghetti feeds, pancake breakfasts, etc.), they may obtain a Temporary or Seasonal Food Establishment Permit from the Kitsap County Health Department. All Health Department regulations must be followed, including having someone with a current Food Handlers' Permit present at all times during the cooking, holding and serving of the food. If using equipment in an FNS building kitchen, an FNS employee must be on hand. This must be arranged through the Central Kitchen at 443-3663.

When FNS license is utilized, all preparation of potentially hazardous foods must be supplied by FNS and an FNS employee must be present during the event to insure proper holding and serving of the food. Pre-packaged, non-potentially-hazardous foods such as bags of chips and soft drinks may be supplied by the school or group to use in conjunction with the FNS-prepared foods. It is best to call FNS two weeks in advance of your event to insure that they can assist you.

# Food Handling Guidelines

*Follow these to keep everyone safe!*

## Hand Washing.

Prior to food preparation anyone who will be handling food ingredients and utensils used to prepare the product must thoroughly wash their hands with warm, running water and soap. Hands should be dried with a paper (disposable) towel. Wash hands often, after using the toilet, eating, sneezing or coughing, touching raw meat, handling garbage, etc. People with a contagious disease (i.e. cold, flu, diarrhea) that may be spread through food must not help prepare food for others to eat.

## Sanitizing.

Utensils and work surfaces should be sanitized prior to use. Bleach is the most common sanitizer used and the recommended concentration is one capful of liquid bleach added to one gallon of cool water. Do not add soap to the sanitizing solution.

## Food Source.

All foods and ingredients must be from an approved source (e.g. grocery store). Home canned and home-prepared foods are not allowed. Raw milk and ice made at home are also not allowed.

## Cooking.

All parts of potentially hazardous foods (see list of potentially hazardous foods) must be cooked to internal temperatures as outlined below:

Poultry, casseroles and stuffed meats .....	165°F
Ground, fabricated or restructured meats .....	155°F
Pork and any food containing pork .....	150°F
All other potentially hazardous foods .....	140°F

# Definitions of Terms

## Annual Food Establishment Permit

Licenses a facility where food may be prepared for public consumption. Issued by the Kitsap County Health Department, Environmental Health Division. Must be renewed annually.

## Approved Kitchen

A commercial kitchen that has met all of the requirements set forth by the health department for preparation of food for public consumption.

## Commercially Prepared Food

Food that has been prepared and sold by a business establishment in a health department approved kitchen.

## Defined Group

A group made up of a limited number of people (i.e. a building staff) that does not include others from the outside to which the food would be sold or offered.

## Food Handlers' Permit

Licenses a person to prepare food for public consumption. Obtained at a Kitsap County Health Department, Environmental Health. Requires watching a short video, taking a test, and a minimal fee.

## Home-Prepared Food

Food prepared in a personal home kitchen that has not been approved by the health department for commercial food preparation.

## When Food is Involved (con't)

### **Open Dessert Potlucks**

Requirements: Dessert Potlucks that involve students, parents and others. All desserts must be commercially prepared and prepackaged and must not include any potentially hazardous desserts. No home prepared food is allowed at any school related events.

### **School-wide or Community Food Events**

Requirements: Limited to coffee, tea, punch, cookies, and/or cake. Does not require a Food Establishment Permit. All cookies and cakes must be commercially prepared and be not potentially hazardous. No home prepared food is allowed at any school related events.

### **School-wide or Community Food Events**

Requirements: Limited to ice cream socials, spaghetti feeds, etc. Must either utilize the district's Food and Nutrition Services Department or obtain a Temporary or Seasonal Food Establishment Permit. See full Food Event Guidelines and/or call FNS to get further details.

### **Staff Potlucks**

Requirements: Allowed only for "defined groups" such as a building staff where everyone brings food and everyone eats the food. Cannot include others from the outside to which food would be sold or offered.

## **Food Events Not Allowed**

### **Open Potlucks (athletic team end of season party, etc.)**

Potlucks that include potentially hazardous foods and involve students, parents, and other community members are not allowed.

## Food Handling Guidelines (con't)

### **Holding Food.**

Potentially hazardous foods must be held at the proper temperatures to inhibit bacterial growth at all times. Hold all potentially hazardous foods at the following temperatures:

Hot foods ..... 140°F or above

Cold foods ..... 41F or below

### **Cooling Food.**

Cooling may be done in an approved kitchen only. Food that is not cooled fast enough is the number one cause of food poisoning. Food should be placed uncovered in shallow containers (no more than 4" thick) and put in the refrigerator immediately. Cover food only after it has cooled to be low 41°F.

### **Reheating Food.**

All potentially hazardous foods previously cooked and cooled must be rapidly reheated to 165°F or more within 30 minutes, in a microwave, stove or on a grill.

## Potentially Hazardous Foods

*Be cautious when using the following foods*

\* Meat (hamburgers, chicken, hotdogs, etc.), eggs, fish or shellfish or foods containing these products, i.e. chili, lumpia, sushi, soups, salads, and sandwiches.

\* Processed meats such as sausage, jerky and smoked fish or foods containing these products, i.e. pizza, sandwiches, Salads

\* Cooked beans, vegetables, grains or potatoes

\* Foods containing dairy products, i.e. custards, pumpkin pies, cream pies, cream cheese frosting, cheesecakes, and meringue pies.

- Cut melons and sprouts.

All of these foods, and products containing these foods, must be prepared in a Health Department approved kitchen. Equipment must be available to maintain hot foods at 140°F or above, and cold foods at 41°F or below at all times.

Have questions about  
Potentially hazardous foods?

Call Food and Nutrition Services  
360-443-3663

## When Food Is Involved

*Follow these important requirements*

### **Allowed Food Events**

#### **Classroom Cooking**

Requirements: Only non-potentially hazardous foods may be prepared (except in Home and Family Life food preparation classes). Safe food handling procedures must be a part of classroom instruction. No home prepared food is allowed.

#### **Classroom Parties**

Requirements: Must include only commercially prepared, non-potentially hazardous desserts, individually prepackaged ice cream (not scooped ice cream) and commercially prepared and delivered pizza that is eaten immediately. No home prepared food is allowed.

#### **Concession Stands and School Stores**

Requirements: Must acquire either an Annual or a Seasonal Food Establishment Permit issued by the Kitsap County Health Department if preparing food. All health department regulations must be followed at all times. No permit is required if only selling commercially prepared, individually wrapped items (i.e. chips, candy bars, etc.) No home prepared food is allowed.

#### **Cookie and Popcorn Sales**

Requirements: Must use commercially prepared cookies or cookie dough. People preparing and selling cookies or popcorn must use a scoop to fill bags with popcorn, and/or wear clean, disposable gloves if touching any part of the food product. No home prepared food is allowed.