

## Procedures for Activities Involving Food

The PCSD requires a permit issued by the Monroe County Health Department (application for a permit to operate a temporary food service establishment) to be submitted to the Food Service Department (267-1096) at least one week prior to any event where food will be cooked and/or served on school grounds. The PCSD also requires a "Serve Safe Certified" employee/person to be present when food is prepared, cooked and/or served on school grounds to students or the public. Popcorn, soda, sealed food packages, fast food delivery (etc) do not fall under these requirements.

These procedures were developed for staff and parents to use during activities involving food. Knowledge regarding safe food preparation and handling is important in the prevention of food borne illnesses. Awareness of student food allergies and of the ingredients in treats brought into the school is essential for the safety of our students. Awareness of Monroe County Health regulations is necessary for the district's compliance with the law.

### Activities Involving Food Served But Not Sold On School Grounds

For Staff:

In preparation for activities, which include foods that are brought in by students or parents, staff must follow these guidelines:

- Consult with the school nurse regarding students with food allergies prior to soliciting food items.
- Consider using the Pittsford Food Service to provide treats.
- Encourage healthy foods.
- Encourage pre-packaged, individually wrapped or single serving items.
- Items containing uncooked eggs, raw meat, raw fish, home canned goods or unpasteurized juice/cider are not permitted.
- Follow proper food storage procedures. Cold storage and/or reheating of items in the food service kitchens are not permitted per Monroe County Health Department.
- If homemade items are included, a letter must be sent home prior to the activity, reviewing safe food preparation and the district guidelines. Encourage parents to send an ingredient card with their treat.

In preparation for classroom activities, which include cooking within the classroom, not within the context of the Family and Consumer Sciences classroom; staff must follow these guidelines:

- The Principal must approve the activity and review food safety information with teacher.
- The teacher must consult with the school nurse regarding students with food allergies prior to soliciting food items.
- Items containing uncooked eggs, raw meat, raw fish, home canned goods or unpasteurized juice/cider are not permitted.
- Follow proper food storage procedures. Prepared items brought to school may not be stored in cold storage and/or reheating of items in the food service kitchens are not permitted per Monroe County Health Department. However, the kitchen facilities may be used for the preparation of foods under the supervision of member of the food service staff.
- Proper food safety instruction and hand washing procedures must be followed.

### Activities Involving Food Sold on School Grounds Outside of the Food Service Program.

Not Potentially Hazardous Foods – Includes foods commercially prepared and wrapped, popcorn, drinks, and cheese or pepperoni pizza from an approved source.

- Follow proper hygiene and food storage procedures
- A permit is not required
- Trained personnel are not required
- All servers must use gloves
- Food must be discarded at the end of the event

Potentially Hazardous Foods – Includes all food items other than those listed above.

Foods not prepared on school grounds:

- Follow proper hygiene, food preparation, and food storage procedures
- If an outside contractor is hired to provide the food, a catering permit must be provided by the contractor.

Foods prepared on school grounds:

- Follow proper hygiene, food preparation, and food storage procedures
- Using school kitchen facilities - District food service must be contracted to provide the food in order to use school kitchen facilities:
  - o A L2 certified school kitchen staff member must be present during cooking
- Not using school kitchen facilities and non-kitchen staff or parents are cooking:
  - o A permit is required by event, game or season
  - o An L2 certified supervisor must be on site during cooking
  - o Organization is responsible for being compliant with Monroe County Health Department pricing guidelines
- Not using school kitchen facilities and an outside contractor is cooking:
  - o An event permit is required. Either the contractor or the district may obtain the permit.
  - o An L2 certified supervisor must be on site during cooking

Food Truck Check Off List:

- 1) Complete a facility use form 2 weeks prior to event
- 2) Purchase & Submit current department of health permit to food service director
- 3) Submit current insurance coverage to food service director
- 4) Food truck operator is carry in/carry out
- 5) No power hook ups allowed
- 6) No water hook ups allowed
- 7) No latex gloves

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