

# York University – PotLuck

## Procedure and Guidelines

### Introduction

York University complies with laws regarding safe food handling and preparation practices. These Guidelines apply to all members of York University who wish to hold a potluck on York University premises pursuant to the *Temporary Use of University Space Policy and Procedures*.

### Definitions

In these Guidelines, the following terms have the meanings as ascribed below:

- “eligible user” has the meaning as defined in the *Temporary Use of University Space Procedures*;
- “campus potluck” is a closed food event that is privately funded by the participants, where all group members bring food dishes to share with others in the group. All food provided for the potluck event shall be consumed by members of the group at no charge and the event is not to be used as a fundraising or recruitment effort. An event that is not open to the general university or public, or advertised to the general university or public is not a potluck.
- “hazardous food” includes food that contains raw eggs such as salads and custards; dairy products such as milk, cream, cheese, yogurt; meat, poultry and fish; and cakes/pastries with whipped cream, cheese or synthetic cream fillings such as éclairs, cream pies and cheesecakes.

### Procedure

1. An eligible user shall first secure an appropriate location for the potluck in accordance with the *Temporary Use of University Space Procedures*.
2. After an appropriate space has been secured, an eligible user shall submit an Potluck Request Form to Food Services for approval **at least seven business (7) days** prior to the event.
3. An eligible user shall obtain from third-party suppliers (i.e. an established food service retailer or restaurant) a Toronto Public Health Green Pass, or similar, and a Certificate of Insurance naming York University as additional insured, as may be required by York University (if applicable).

### Guidelines

These Guidelines apply to all members of York University who wish to hold a potluck on York University premises pursuant to the *Temporary Use of University Space Policy and Procedures*.

1. **Appoint a food coordinator** who will be responsible to know “who brought what food” item. Complete Appendix A. This is important if there are any questions as to how the food was prepared or handled. The food coordinator should enquire if members have any specific food allergies and make the food donors aware of these allergies.

2. The most common food allergens, but not limited to the following are:  
Milk, Peanuts, Eggs, Wheat, Shellfish, Fish, Strawberries, Citrus, Melon, Soy and Tree nuts (walnuts, cashews, etc.).
3. **Labelling:**
  - Each dish should include a card identifying the ingredients. Specifically label items containing all or some of the above allergens (e.g. CONTAINS NUTS). Use a separate table, if available, to display these food items, or position them away from other items.
4. **Avoid cross contamination:**
  - Prevent “double dipping” by ensuring that there is a spoon available for each dip and have serving utensils for each dish at all times.
5. **Disposal of food:**
  - All food garbage and left over food must be removed from the location.

### **Potluck Food Safety**

Every eligible user shall:

- a. employ good sanitation practices in the storage, display and sale of the food;
- b. keep the general surroundings clean;
- c. keep hazardous food at the appropriate temperature as required by law. Perishable foods that have been prepared ahead of time must be kept refrigerated until it is time to serve. Hot foods should be reheated rapidly to 74 degrees C (165F) using an oven or microwave. If an oven or microwave is not available, the dish should be placed in an insulated cooler and kept at a temperature below 4 degrees C (40F) to avoid bacterial growth;
- d. never leave foods at room temperature more than 2 hours, transport time and serving time included. Maintain safe food temperatures throughout the event , which includes times when the food is being transported from home. Cold food should be kept at 4 degrees C (40 degrees F) or lower; hot food must be kept at 60 degrees C (140 degrees F) or higher. Equipment that may be used to meet these requirements include chaffing dishes, ice pans, holding cabinets or ice chests. The food co-ordinator should monitor this to ensure food safety.
- e. keep food covered or otherwise protected from contamination as much as possible during display and the serving of the food. Potentially hazardous foods (e.g. meat fish, eggs, dairy products) should not be left at room temperature for more than two hours in total since such food cannot necessarily be made “safe” by reheating. Please note that some bacteria produce toxins that cannot be destroyed by heating. Leftovers should be refrigerated as soon as possible after service, or if this is not practical, should be discarded
- f. post the “Notice - Appendix B” in a conspicuous place indicating whether the premises from where the food originated have been inspected by a public health inspector; and
- g. Please provide a copy of the following link to all those donating food items  
[http://www.toronto.ca/health/he/pdf/fs\\_4step\\_food\\_prep.pdf](http://www.toronto.ca/health/he/pdf/fs_4step_food_prep.pdf)



# Potluck Request Form

*This form must be submitted to the Food Services Office (200 William Small Centre) at least seven business days prior to the event or emailed to Food Services at [food@yorku.ca](mailto:food@yorku.ca).*

**Name of Organization:**

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**Purpose of Potluck:**

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**Date of Potluck:**

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**Start Time:**

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**Location:**

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**Food Coordinator:**

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**Telephone:**

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By signing below, the organization agrees that it will:

1. maintain a list (**Appendix A**) of all persons who donate food for the event and provide that list upon request to a public health inspector or York University official. The list must contain each donor's name, address and telephone number in full, and a list of ingredients.
2. post the attached Notice (**Appendix B**) in a visible place indicating whether the premises from where the food originated have been inspected by a public health inspector; and
3. comply with the procedures and guidelines for holding a potluck event.

The organization further agrees that it will keep and handle hazardous food at the temperatures required by law. Hazardous foods are generally those that contain raw eggs, dairy products, meat, poultry and fish. For example, cakes/pastries with whipped cream, cheese or synthetic cream fillings, dairy products (e.g. milk, cream, cheese, yogurt), and food containing raw eggs as ingredients (e.g. custards, salads, fresh or processed meat, sausages). The **Health Protection and Promotion Act** requires hazardous food to be maintained, stored, transported, displayed, sold and offered for sale only when the internal temperature of the food is 60 degrees Celsius or higher 4 degrees Celsius or lower.

The organization's executive officers are personally responsible for all liabilities, claims, losses, damages, costs and expenses, including reasonable legal fees and disbursements, arising from the potluck.

## ACKNOWLEDGED AND AGREED

**Signature (with signing authority):**

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**Printed Name:**

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**Title:**

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**Email:**

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All persons who donate food must be listed below. This list must be provided to a public health inspector or York University official upon request. Ingredient lists may be provided on a separate sheet of paper and attached to this list.

## Potluck Donation List

[illegible]

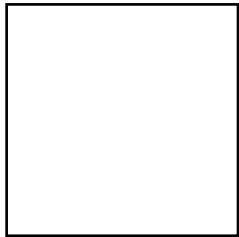


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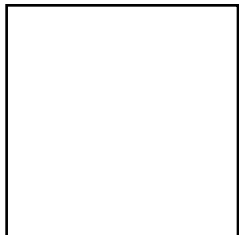
## NOTICE

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THE FOOD ITEMS WERE PREPARED IN PREMISES THAT WERE:



**NOT inspected by a Public Health Inspector in accordance with *Food Premises Regulation 562/90, Health Protection and Promotion Act.***



**Inspected by a Public Health Inspector in accordance with *Food Premises Regulation 562/90, Health Protection and Promotion Act.***

I agree to post this notice in a visible location  
on the date of the potluck.

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Signature  
Signing Authority/Co-ordinator/On-site contact person