

POTLUCK FOOD SAFETY

1. Definition:

- (i) **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 effort. An event that is open to the general university or public, or advertised to the general university or public, is not a potluck.

2. Recommendations:

- (i) **Appoint a food coordinator** responsible for documenting "who brought what food" item to the pot luck. 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.

The most common food allergens, but not limited to the following are:

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|---------------------------------------|---|--------------------------------|
| <input type="checkbox"/> Milk | <input type="checkbox"/> Peanuts | <input type="checkbox"/> Eggs |
| <input type="checkbox"/> Wheat | <input type="checkbox"/> Shellfish | <input type="checkbox"/> Fish |
| <input type="checkbox"/> Strawberries | <input type="checkbox"/> Citrus | <input type="checkbox"/> Melon |
| <input type="checkbox"/> Soy | <input type="checkbox"/> Tree nuts (walnuts, cashews, etc.) | |

- (ii) **Consider labelling:**

Each dish should include a card identifying the ingredients. Specifically label items containing all or some of the above allergens eg. (*CONTAINS NUTS*). Use a separate table, if available, to display these food items, or position them away from other items.

- (iii) **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.

- (iv) A notice stating the foods offered are "Home Prepared/Not Inspected" must be prominently displayed at the potluck event.

3. Potluck Food Safety:

- (i) Ensure that food is prepared and handled safely: 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
- (ii) 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.
- (iii) 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 coordinator should monitor this to ensure food safety.
- (iv) 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.