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**Aramark and Student Groups FAQs**

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If you have any questions or concerns about the information, please contact the Student Groups Manager, [sevenym@macewan.ca](mailto:sevenym@macewan.ca).

Food Service Options

Based on a partial exemption to the university’s food service agreement given to SAMU, there are two options available for Student Groups activities: Student Groups meetings (for members only) or meetings to recruit potential group members.

Note: This partial exemption does not extend to activities, events, or fundraisers open to all university students and/or the general public. Food services options are available in any SAMU designated space and small meeting rooms or classrooms. Food services are not available in any university’s particular function or food service areas as Cafeterias, Multi-Purpose Room, Paul Byrne Hall, Atrium, Heart, Nook, Galleria, and CN Conference Theatre or Kule Lecture Theatre.

**Option 1:**

* Pre-packaged items for pick up from a grocery store such as Safeway, SaveOn, Costco
* bagels, muffins, pastries, cookies, fruit/vegetable/dessert trays
* “Grab and go” items from quick service (pick up or delivery) restaurants such as Subway, Pita Pit, Pizza 73, Harveys, Wendy’s.

**Option 2:**

Potlucks

What is a potluck?

A gathering of people for a group meal where each person attending contributes a dish of food, they’ve prepared at home to share with those attending the potluck.

Even though the university has a food service agreement, can we still have a potluck?

Yes, potlucks are a great way to get together socially as a group.

Is there a limit to the size of the group who can do a potluck?

No, but typically potlucks are held by departments, faculties, or Student Groups areas, ranging from 5 to 40 people. The size of the group is limited to the space you are using.

**Where can potlucks be held?**

All potlucks are held in your work area or a common space enclosed in the area of your department. Potlucks cannot take place in the university’s special function areas such as Cafeterias, Multipurpose Room, Paul Byrne Hall, Atrium, Heart, Nook, Galleria, and CN Conference Theatre or Kule Lecture Theatre. Those are for events using university catering services.

**What about bringing in food that I’ve ordered from a restaurant or the family catering company?**

This type of food service does not qualify as a potluck since it is not intended for a potluck (food prepared by the participants) and violates the university’s food service agreement with our exclusive food service provider.

**What about serving alcohol or if someone wants to donate a bottle of wine?**

Alcohol is not permitted to be served, offered, or consumed at potlucks. This contravenes Alberta Gaming and License Regulations and MacEwan University’s Liquor Sale and Service Policy and Alberta. According to university policy, all alcohol must be served by a certified and trained server from university catering staff to ensure safe service and all AGLC regulations are met. If our liquor license is two contravened, the university risks a large fine and possible loss of our entire license, including Towers on Fourth Pub.

**Know your Food - Appoint a Food Coordinator**

Appoint a Food Coordinator, so you have someone in charge of keeping track of items for your potluck, and they know who brought what dish and what the ingredients were just in case there’s an allergy, reaction, or illness following the potluck. Take care to be aware of those in your group who may have allergies or food intolerances or follow a vegetarian, vegan, gluten-free, pork-free food style.

**What are the high-risk foods?**

Here is a guideline of common ingredients or their derivatives that cause adverse food reactions: peanuts, tree nuts, sesame seeds, milk, eggs, fish-fin, crustaceans (crab, lobster, shrimp, crayfish and shellfish), clams, mussels, oysters, scallops, cinnamon, soy, wheat, and/or sulphites.

**How do we keep our potluck food safe to eat?**

You’ll want to protect the safety of everyone eating at the potluck by encouraging the proper handling, preparation, refrigeration, cooking, and serving of all food products.

1) Keep hot food HOT and cold food COLD

Hot Food: Heat to greater than 140F/60C for serving and do not keep the food at room

temperature for more than two hours.

Cold Food: Keep cold food items at a temperature of less than 40 F/4C

REMEMBER: Food that has been at room temperature for two hours or more (including travel time) is unsafe to eat and cannot be “made safe” by reheating in a microwave, oven, or by boiling.

2) Keep the preparation and serving areas clean: When preparing, cooking, and serving your contribution to the potluck, remember to wash your hands. Ensure all surfaces and items used for preparation or serving have been thoroughly cleaned and sanitized during preparation, service, and clean up.

**Bake Sales**

**Why should our Student Group hold a bake sale?**

Although it is up to the Student Group whether they would like to hold one, bake sales are a great fundraiser for the group to take advantage of.

**Note:** Bake sales can only take place when approved by Student Groups and other approved student groups.

What do we need to do if we want to hold a bake sale?

If a Student Group is looking to hold a bake sale, they must obtain a Bake Sale and Fundraising form. The form is on at samu.ca/StudentGroups under “View Student Groups Forms.” The form should be filled out in detail and given to the Student Groups Manager at least a week before the expected event date for sale to be approved by both SAMU and Hospitality Services. A Student Group will not go ahead with the bake sale until they have received approval from both Hospitality Services and the Student Groups Manager.

**Why are there “rules” about the food?**

We need to protect our students' and staff's safety and reduce the risk of any health problems or the transfer of germs by ensuring the proper handling, preparation, refrigeration, cooking, and serving of items sold.

**What type of items should we sell to ensure they are safe?**

Cookies, squares, brownies, fudge, butter or fruit tarts, loaves, muffins, cupcakes or cake, Rice Krispie or puffed wheat squares, pies or pastries

\*\*Always have a complete ingredient list on hand for all items sold if anyone becomes ill or has an adverse reaction, and we need to track back on what they ate.

What items should we avoid?

Anything containing dairy products, raw eggs, whipped cream (dairy or synthetic), peanut butter, peanuts, or tree nuts, should be avoided or noted.

**What else do we need to do to ensure the food we’re selling is safe?**

1. 1) Clean and disinfect all surfaces used for the bake sale items.
2. 2) Have all those working with the food wash hands thoroughly and wear gloves at all times.
3. 3) Food must be stored, displayed, and served safely by having all items wrapped with plastic wrap,

Wearing gloves and using serving utensils at all times.

4) The request will identify one person responsible for ensuring safe food preparation, display, and service for the activity. This person’s responsibility is to ensure that all who are preparing, displaying, and serving food are aware of safe food practices.   
Any group/association receiving approval to hold a bake sale assumes full responsibility and liability for any complaints or health problems arising from their food provision.

If notes are taken regarding concern with the bake sale, MacEwan University will work with the organizer to discuss/suggest a way to comply. If the organizer(s) continue to serve the food without addressing the concern, they may ask to stop serving the food.

The final decision to serve or not serve food lies with Hospitality Services in conjunction with information from MacEwan University Food Services and Alberta Health Services regulations.