

**CATERING FAQ**

**Contents**

[Food Service Options 1](#_Toc814320972)

[Where is your Event? 2](#_Toc959084865)

[A. My Event is in SAMU 2](#_Toc1435580923)

[B. My Event is in MacEwan 2](#_Toc627894283)

[Exemptions to the Aramark agreement: 2](#_Toc417798234)

[1. Student Group Meetings 2](#_Toc256454424)

[2. Potlucks 2](#_Toc1457647241)

[Potlucks 2](#_Toc557031883)

[What is a potluck? 3](#_Toc1446400513)

[Is there a limit to the size of the group who can do a potluck? 3](#_Toc1971537788)

[Where can potlucks be held? 3](#_Toc3642110)

[What about bringing in food that I’ve ordered from a restaurant or the family catering company? 3](#_Toc853513220)

[What about serving alcohol or if someone wants to donate a bottle of wine? 3](#_Toc511183817)

[Know your Food - Appoint a Food Coordinator 3](#_Toc1940754654)

[What are the high-risk foods? 3](#_Toc1579350071)

[How do we keep our potluck food safe to eat? 4](#_Toc1464272135)

[Bake Sales 4](#_Toc1018209920)

[Why should our Student Group hold a bake sale? 5](#_Toc1820260125)

[What do we need to do if we want to hold a bake sale? 5](#_Toc933348238)

[Why are there “rules” about the food? 5](#_Toc992515048)

[What type of items should we sell to ensure they are safe? 5](#_Toc1783339687)

[What items should we avoid? 5](#_Toc659656656)

[What else do we need to do to ensure the food we are selling is safe? 5](#_Toc893769574)

# **Food Service Options**

## **Where is your Event?**

### **My Event is in SAMU**

Events held in SAMU are not bound to MacEwan University’s food service agreement with Aramark. Therefore, Student Groups can use any food provider for their events and meetings which take place in the SAMU building.

### **My Event is in MacEwan**

MacEwan University spaces are bound to the University’s food service agreement with Aramark. Therefore, under most circumstances, Student Groups will need to place an order through Aramark to have them provide food services for the group’s event.

## **Exemptions to the Aramark agreement:**

### **Student Group Meetings**

Student Group meetings (for members only) or meetings to recruit potential group members, may provide quick grab and go/delivery foods from an external food provider.

* 1. This exemption does not extend to meetings, activities, events, or fundraisers open to all university students and/or the public.
	2. This exemption does not extend to meetings, activities, events, or fundraisers, in 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.

### **Potlucks**

Student Group meetings or events may have traditional potlucks.

1. This exemption extends to meetings, activities, events, or fundraisers open to all university students and/or the general public.
2. This exemption does not extend to meetings, activities, events, or fundraisers, in 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.

# **Potlucks**

## **What is a potluck?**

A potluck is defined as 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.

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

No, but because potlucks must be held in MacEwan classrooms, they are limited to the size of the space the group is using.

## **Where can potlucks be held?**

Potlucks must be held in a SAMU room or a MacEwan Classroom. 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 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 Or 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.

1. **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 the Student Groups department.

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

To do this, groups will need to fill out an event form and indicate that they want to hold a bake sale. The more information the better, we require a list of all food items on the form and an email list of ingredients. A Student Group cannot hold a bake sale until they have received approval from the Student Groups Department.

## **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 are selling is safe?**

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

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 concerns are made regarding the bake sale, the Student Groups Department 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.