**Amherst College**

**Food Preparation Safety for Small (**< 20 persons**) Events\***

* Before preparing any food, aggressively wash hands with soap and water for a minimum of 20 seconds
  + Hands must be washed after shaking hands, using the restroom, touching face or hair, placing waste into trash containers and between the handling of different food items.
* Keep food preparation areas, including countertops and cutting boards, as well as cooking utensils clean and sanitized.
  + Sanitize by **heat** or **chemical** means.
    - **Heat** – soak items in hot water (at least 171oF for 30 seconds) or through a high temperature dishwasher.
    - **Chemical** – soak items in chemical sanitizing solution.
      * Common types are chlorine, iodine, and quaternary. All are regulated by state and federal Environmental Protection Agencies.
  + Knives, spatulas, spoons and other cooking implements should be clean for each type of food being prepared.
    - Separate or clean these items to avoid cross contamination of meats, poultry and vegetables
* All fruits and vegetables must be thoroughly washed before cutting or cooking
* Potentially Hazardous Foods (PHF), which includes dairy, eggs, mayonnaise, poultry, sour creams and yogurt must be kept refrigerated until prepared or served.
  + Raw meats and poultry must be stored on the bottom shelf of the refrigerator until cooked or otherwise prepared.
* PHF items that are to be served hot must remain hot (>140oF)
* PHF that is to be served cold, must remain cold
  + If left at room temperature, PHF’s must be;
    - Refrigerated or discarded after 1½ hours
      * Food items placed into the refrigerator must be covered, dated and labeled to avoid potential contamination and to prevent allergic reactions.
* **Allergies** to certain food items are of significant concern to faculty, staff and students who may have reactions to same. Food allergies can cause hives, difficulty breathing and even death.
  + Person(s) consuming the food being served must be made aware of all the potential allergens.
    - These allergens can include; dairy, eggs, gluten/wheat, nuts, seafood/shellfish.
* To best protect everyone, both those that are consuming, as well as the person(s) preparing, the allergy guidelines strongly recommend the blanket notification that the food being prepared may have any of the above allergens in the fare being served.

\* Food Preparation Safety for Small Events is for those occasions where the number of persons attending will not exceed 20, and have a minimum cook to attendee ratio of 1:10. Events that exceed 20 must be registered with the **Events and Operations Coordinator for Student Life** at **(413) 542-5434**

If you have concerns or questions regarding the above guidelines, please feel free to contact either Amherst College Dining Services at (542-2220) or Environmental Health & Safety at (542-8189).