Student Event Policy:

Serving food at an event:

IF YOU ARE SERVING FOOD AT YOUR EVENT, PLEASE SET UP A MEETING WITH BON APPETIT ASAP. This includes any and all food/drinks: donated food, restaurant catering, cooking and Bon Appetit catering.

Cooking for an Event

Below are some guidelines for cooking food for your event.

- Students/ club advisors are responsible for having a timeline / detailed plan of what, when and how they are cooking/preparing items **before scheduling time in the kitchen**. They should be aware of health department requirements of temperature controls including cooling and reheating. **If students do not have a detailed plan/ timeline of tasks, they will be required to hire a Bon Appetit chef to help manage cooking and preparations.**
- Student clubs who choose to cook food for their event must have a **temporary food permit** from the Thurston County Health Department that lists all items being prepared. All prepared/ purchased items must be approved by the Health Department.
- Students should not be left alone in the kitchen during preparations. Advisors and mentors with cooking experience are required to be in the kitchen with students for the entire duration. **Please schedule supervision throughout kitchen use. If none is available, a Bon Appetit chef can be hired to assist.**
- **Kitchen Monitor**- Kitchen monitors duties are to monitor and support with kitchen equipment and safety. We can help with gathering equipment and tools, teaching how to utilize equipment properly, support/ advise with setting up and serving food. **Bon Appetit cannot serve any food items we did not produce.** We are there to help make sure the kitchen is not a safety hazard to workers. We can help with temperature logs and teach how to take temperature of food. **Kitchen monitors are not responsible for food safety and management of food.**
- **Chef**- A chef can be hired ahead of time to help plan a timeline for cooking and prepare for service. They can help with recipes, managing purchases, process of cooking, converting recipes for larger groups, creating a timeline/ productions list, and managing food safety. **A chef or experienced non-student mentor will be required anytime a student or group of students are utilizing either Old Main or NWCC kitchens to produce food. Students will not be allowed to produce food without a person in charge.**

- All items being prepared must be prepared from start to finish in a commercial kitchen.
- Raw meats cannot be processed in NWCC kitchen. All raw meat must be processed in OM kitchen. Please schedule kitchen time accordingly and at least 2 weeks prior to event. Kitchen use is limited to availability.
- Please provide list of equipment needed to prepare and cook items at least 1 day prior to cooking.
- Equipment available at NWCC kitchen- Walk in cooler, 2 electric hot boxes, 2 ovens, 1 range, 1 prep sink, dish washing machine, sanitizer with test strips, 2 hand wash sinks.
- Equipment available in the Old Main kitchen- walk-in cooler, walk-in freezer, steamer, 2 ovens, 1 grill top, 1 range, 2 prep sinks, stand mixer, dish washing machine, sanitizer with test strips, and 1 hand washing sink. All equipment in the Old Main kitchen is subject to availability.
- Service equipment available for rent at an additional cost from Bon Appetit: chafer with sterno, beverage containers, linens in multiple colors, hot boxes for food transportation, handwashing station, serving utensils. Equipment can also be rented from Celebrations.
- **Cleaning fee**- We expect the kitchen, event space and equipment will be left in the manor that it was found. If the group fails to clean up properly, there will be an additional $100 clean up fee.