

# Timeline for Food Production

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Any recognized university student organization is welcome to do food production for an event on the OSU Campus in the MU East International Kitchen under the supervision of the Special Event Coordinator in Student Involvement.

The following information is an outline of a time line and the steps for creating safe and successful food events.

## **Four Weeks Before the Event:**

1. Confirm the reservation of the MU East International Kitchen with the Special Event Coordinator.
2. Choose a Kitchen Supervisor, Serving Coordinator and Clean up Manager.
3. Determine the menu.
4. Research recipes for all menu items. Sample cook all items
5. Provide an overview of the event, menu and recipes to the Special Event Coordinator for approval.  
*Note: All menus for student groups are limited because of the availability and capacity of equipment and facilities at the time of the event. The MU East Kitchen facilities and equipment are reserved for use by university organizations, but multiple scheduled events may influence the time available for production. Please make your kitchen reservations at the same time of your registration of the event. Due to limited equipment please try to limit your menu to a maximum of seven items, including appetizers, salads, entrees, vegetables and/or starch and dessert.*
6. All student groups preparing foods for public consumption are required to have the organization kitchen supervisor obtain a Food Handlers Permit through the Benton County Environmental Health Department. This person is responsible for training workers in safe food handling practices. At least one trained food handler should be in the kitchen at all times.

### **Food Handlers Exam:**

Read Food Handler's Training Manual. Take the test at the Benton County Environmental Health Department on Monday at 3:30pm or Thursday at 9:30am except for holidays. Cost of the exam \$10.00. Exam takes approximately one hour. It consists of a thirty (30) minute film and a forty (40)-question test. The test is given at the Benton County Environmental Health Department.

## **Three Weeks Before the Event:**

1. Meet with the Special Event Coordinator to quantify recipes.
2. Prepare a list of all products required (both paper and food). Along with the actual products, costs and place of purchase, a contact person (vendor) needs to be identified for large quantity purchases or specialty items.
3. Complete purchase orders for the cost of kitchen rental, pantry, and motor pool transport (if needed).

## **Two Weeks Before the Event:**

1. All service and production plans finalized and reviewed by Special Event Coordinator. If this does not happen on time, the event will be canceled and rescheduled.
2. Arrange purchase of food, paper goods and specialty items with a local grocery or through the Special Events Coordinator. (For large quantity perishable items the Special Event Coordinator works with Sysco Food.)
3. Make arrangements for receiving and storing all of the food and supply items with the Special Event Coordinator.
4. Kitchen Supervisor, Serving Coordinator and Clean up Manager attend a MU East Kitchen orientation with the Special Events Coordinator.
5. The Organization Kitchen Supervisor will have all members/volunteers who will be preparing food read and check off that they have read, the Sanitation guidelines.

**One Week Before the Event:**

1. Confirm the schedule for food preparation on the day of the event.
2. Confirm grocery delivery schedule
3. Confirm volunteer list for production, serving and cleaning
4. Confirm grocery delivery and content

**DAY OF EVENT****Food Production for the Event:**

1. The organization's members and volunteers should prepare all food items.
2. Children (age 16 and under) are not allowed in the kitchen, due to State and Federal safety guidelines.
3. A maximum of 25 people from the group will be allowed in the kitchen at any one time.
4. For safety reasons, no open-toed shoes, thongs, short pants or skirts are to be worn in the kitchen.
5. All long hair must be tied back and secured with two bands (braided hair is preferred).
6. Production Supervisor communicates with members and volunteers the production schedule, the recipes and the cooking instructions.
7. Production Supervisor monitors production for timeliness, quality, quantity, temperature and adherence to safety and sanitation guidelines.
8. Production Supervisor supervises the placement of equipment and food products for transfer to the serving location. All items to be labeled.
9. Four volunteers and the Production Supervisor load the van for transfer 1.5 hours prior to serving. At least 4 organization members or volunteers travel to the serving venue with the food products.
10. The Production Supervisor turns over the supervision to the Serving Manager upon arrival at the serving location.

**Serving for the Event:**

1. The Serving Manager meets with the Special Event Coordinator three hours prior to service to gather and transfer needed service equipment.
2. The Serving Manager loads and transfers all serving equipment 2.5 hours prior to service.
3. The Serving Manager sets up the dining room and the serving area for food service.
4. The Serving Manager takes over upon the arrival of the food and directs the placement of warming carts, beverage containers and food carts.
5. One half hour prior to service, volunteers for serving are trained and appointed to serving positions.
6. The Serving Manager has the food runners place products on the serving lines 15 minutes prior to service.
7. All servers in position 5 minutes prior to serving.
8. Serving Manager monitors portion control, quality and cleanliness during serving.

**Clean Up of Food Service and Production Areas:**

1. The Serving Manager and the Clean Up Director work jointly in directing the break down of the serving lines and clean up of the service area and the seating area.
2. The Clean Up Director with the help of a minimum of 5 volunteers organizes the loading of all equipment and food stuffs on to the van for transport back to the MU East International Kitchen.
3. Upon arrival at the kitchen all items are unloaded and clean up begins.
4. All equipment must be washed and properly stored; all left over food transferred in to removable packaging; all counters washed and sanitized; trashcans emptied; floors washed; food removed.
  - **A minimum additional charge of \$200** will be assessed if the renting group does not provide adequate clean up volunteers to achieve the proper completion of cleaning.