

**UNIVERSITY OF ROCHESTER
ENVIRONMENTAL HEALTH & SAFETY**

Policy No.: SAN001	Approved by: Mike Liberty
Title: Outside Catering List	Date: September 26, 2018
Revision No.: New	Page 1 of 4
Prepared by: Tristan Kasper	Reviewed/No Changes: 3/17/22
EH&S Department Use Only: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	UR Website: <input checked="" type="checkbox"/> Public <input type="checkbox"/> Restricted

I. PURPOSE

This policy establishes the rules for use of outside caterers that are not part of the University's internal food service departments. Consumption of food presents certain risks such as food borne illness and injuries with subsequent financial liability to the University. Attempts should be made to control these risks to the extent possible while still meeting the diverse needs of the University community involving food and food events. Internal food services departments are monitored closely for food safety, sanitation and other safety concerns and regulatory requirements. This policy attempts to control and monitor to some degree outside caterers who provide these same services while attempting to mitigate financial loss through appropriate insurance coverage's in the event of an adverse event. University Departments and student groups are highly encouraged to use internal caterers, including outside food businesses that have permanent operations on University property. If these internal caterers cannot meet their needs, then the outside catering list should be used under the Environmental Health and Safety website at <https://www.safety.rochester.edu/sanit/approvedcaterers.html>. Under special conditions where the food or event is so unique that neither in-house nor vendors on the catering list can meet the needs of an event, the Catering Waiver process should be used starting with the "Catering Waiver Form". There is a small EH&S charge for this approval process.

Note: Private Department catering events where less than 50 people will be present must still use Health Dept permitted caterers with the required UR insurances, but do not have to use the University Catering List or Catering Waiver Form.

II. PERSONNEL AFFECTED

University Community including faculty, staff and students where the food events are either subsidized/paid for by University dollars or sponsored/supported in some manner or form by the University.

III. DEFINITIONS

Catered Food Event: is one where food is served to a pre-determined number of

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people & where food is generally served at one point in time to the entire group. It can be either drop off or full service and generally involves “bulk” food rather than individual servings. However, “fast food” items such as pizza or chicken wings being dropped off would not be considered a catered food event.

Internal Caterer: A University Department that provides food or non-University food business that has a physical location on University property.

Outside Caterer: A caterer who is not associated with the University by virtue of not being a University Department or not having a physical operation on University property.

Approved Catering List: A list of outside caters approved for use by the University when internal caterers would not be used. This list is keep on the EH&S website under the Sanitarian’s Office

Catering Waiver Application: A form that needs to be completed by a member of the University community in the event neither an internal caterer nor an outside caterer on the Approved Catering List would like to be used. This form is kept on the EH&S website under the Sanitarian’s Office

IV. RESPONSIBILITIES

The University Senior Sanitarian, Department of Environmental Health & Safety (EH&S) Department maintains and periodically updates the Outside Approved Catering List. This list is maintained on the EH&S website under the Sanitarian’s Office. In addition, the Senior Sanitarian approves caterers not on the list for one time use through the Catering Waiver form for non-Medical Center areas. The Office of Educational Resources approves caterers not on the Approved List for the Medical Center. The “Catering Waiver” form is available on the EH&S website.

V. PROCEDURES/GUIDELINES

1. To maintain some degree of control while still providing a wide range of choices, the Approved Catering list shall have between 10 and 12 outside catering businesses, with generally no less or no more than this range. Caterers that offer a very different type of product that cannot be provided from a caterer on the list may be considered to be added beyond the numbers listed above, or the Catering Waiver Form can be used for a one-time event since the product may be unique and would not be expected to be requested very often.
2. All caterers on the list must meet all University requirements and be in good standing with the University. This includes criteria such as meeting food safety requirements, sanitation, insurances, permits, certified food workers,

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following various Department rules (i.e. Parking, EH&S Fire Safety) satisfactory customer service, etc. Caterers may be removed from the list at any time if these requirements are not being met pending a review from the Senior Sanitarian. A list of major requirements is listed on the EH&S website under the Sanitarian’s Office.

3. The Approved Catering list is not generally a “living document”. It may be updated once per year at the most, and may go up to two years without considering change, with the exception of removal of caterers as described in Procedure #2 or where there is significant inside demand to add a caterer due to a specific need, assuming it does not exceed the limit as described in Procedure #1.
4. When the Approved Catering List is updated, decisions are based on internal demand or lack of it for any specific caterers, **and is not driven by outside forces, including the catering businesses themselves.**
5. If the caterer cannot or chooses not to provide alcohol, they can hire third party businesses to provide that service; however, they must be approved by the University Senior Sanitarian or his designee. Each event where alcohol is served is signed off by an approved University official, not the Senior Sanitarian.
6. If neither internal caterers nor those on the Approved Catering List can meet the needs of a University Department or group, then that Department or group can attempt to use a different caterer by filling out the Catering Waiver application, gathering all required information on the form, and faxing it to the Senior Sanitarian at least 30 days prior to the event. Approval will only be granted if there is a legitimate need to use a specific caterer not already approved and that caterer meets all University requirements as stated on the application.

VI. REFERENCES

N/A

VII. APPENDICES/FORMS

- Approved Catering List
- Catering List Requirements
- Catering Waiver Application

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VIII. REVISION HISTORY

Date	Revision No.	Description
9/26/2018	New by Peter Castronovo	
3/17/2022		Triennial Review – No changes.