

South Fayette Concession Stand Guidelines

SWIMMING Adopted 2015-2016

Dear Booster Representative,

It is our pleasure to partner with your booster organization for this upcoming season. Keep in mind that while we support your organizational goals and your attempts to fundraise on behalf of your students, you are essentially “borrowing” our district’s food service license in good faith pledging that you will follow all South Fayette HACCP Standard Operating Procedures adopted from the Allegheny County Health Department guidelines.

Prior to your season starting and prior to using any concession stand, you will need to contact the Food Service department (724) 693-3019 to schedule a brief meeting & tour (prior to your season starting) regarding the rules and guidelines of the concession stand. All booster representatives that will be in charge of the concession stand for the upcoming season must attend a personalized orientation meeting and tour prior to their use of the stand. This meeting will answer most of your questions, thoughts and concerns and will hopefully be a wealth of information to make your fundraising efforts even more successful. At this meeting, you will receive a concession packet complete with food safety guidelines.

Your booster representative (usually) will need to fill out a facility request form (a copy of this form is posted on our school web site or you may obtain a form from the Athletic Office). If you have questions about this form, please phone the Athletic office. This form is due prior to using the concession stand.

As a South Fayette booster representative using the Swimming Area at the Middle School, you are:

- Responsible for all food safety of all customers you serve while operating your stand
- South Fayette Licensing was obtained by following all of the Allegheny County Health Department Food Safety rules and regulations and you are required to have knowledge of the County’s food safety and health codes.
- Required to document food items (either purchased or prepared) and equipment (Time and Temperature) on HACCP Forms.
- Foods may be ordered from local licensed (licensed through the Health Dept.) business for sales such as (Pizza, Subway etc...) However, boosters are responsible for keeping them at correct temperatures and filling out temperature logs.
- **REQUEST** a Hot Box and keep all hot foods above 135 degrees. All left over must be taken off the premises at the conclusion of the evening.
- Boosters may purchase, snacks, chips, sodas, beverages, condiments, donuts, coffee etc... see below
- All food items should be removed when leaving for the evening. No food is to be cooled down and used for the next tournament or game.

- Allegheny County Health Code **does NOT permit** food items to be brought in from home. Food are not permitted to be made at home and sold/served to the public. No home prepared donations are permitted.
- **No raw foods brought in from home.**
- **No crock pots** - Only commercial approved equipment - NSF Stamped (We do provide two new commercial warmers, hot boxes, refrigerators and other small wares) Please arrange equipment use for your season, following your tour.
- Only Nacho Cheese is permitted to be used in a smaller crock pot. Discard all leftover at the end of the day. Do not place hot cheese in the refrigerator for the next tournament.
- Temps for Hot Food must be kept above 135 degrees at all times
- Temperatures for cold foods must be kept below 41 degrees at all times
- As of the year **2015-2016 All allergens must be posted in** the stand for all food items served
- Hands should be washed and gloves must be work when touching ready to eat foods.
- Soap and Sanitizer will be provided to you.
- Equipment not working should be reported immediately to 412-221-4542x8277# Aimee Dernošek (Phone in the concession stand - dial 277 and leave a message for Food Service)
- No food left on the premises - All prepared foods must be taken from the property.
- No prepared food /or leftovers are to be cooled down and placed back in the refrigerator.
- All coolers are to be emptied – Except for bottled beverages.
- Please report any accidents immediately to the Athletic Director.
- No one is permitted to use the Middle School Kitchen unless they have pre-arranged service from the Food Service Department. This can be discussed at the Tour.

You May Serve:

- ✚ Candy
- ✚ Snacks
- ✚ Drinks
- ✚ Soda
- ✚ Coffee
- ✚ Donuts
- ✚ Pastries
- ✚ Bagged snacks
- ✚ Cookies
- ✚ Bagged Popcorn

(Remember **ALL** Allergens must be *posted* on Poster Board for all items served in your stand)

These items may be purchased through our Food Service Department:

Pepperoni Rolls, Chicken Patty Sandwiches, Pizza, Hot Dogs, Macaroni & Cheese, Cabbage & Noodles, Ham BBQ, Pretzels, popcorn, pierogies, cheese sticks, potato skins, wings, meatballs, walking tacos, hamburgers, cheeseburgers, meatballs, and hot sausage. (Minimum quantities apply)

Wear gloves when handling ready to eat food items.

Clean Up:

All hot boxes must be returned to the high school kitchen area and all pots, pans and sheet pans must be washed leaving. Scour out the sink. Concession area floors should be swept. All counters should be wiped cleaned. All coolers should be cleaned out. All dry items should be put away neat and clean. No items are allowed to be on the floor.

Our Custodians will mop floors and empty garbage at the end of the event.

Thank you

Tricia Wood

Director of Food Service

Direct Dial: Desk (724)693-3019

wood@southfayette.org

** "Dirty ICE"- If ice is to be used to keep foods cold, the ice container must be clean with an attached lid and drain. Styrofoam coolers will not be approved. Food and beverages cannot be stored in iced intended to be consumed. (Called "Dirty Ice") Food should be well wrapped and not come in direct contact with the ice. Refrigeration units must be able to maintain food at 41degree or below and should be pre-chilled.

Use tongs, forks, spatulas, single use gloves to minimized hand contact with food.

A scoop with a handle must be used to dispense ice intended for consumption. The use of tobacco is prohibited in any food preparation or service area or on school property.

Galvanized containers, crock pots, and chipped enamelware (roasters) must not be used for food storage or preparation.

STORAGE: All food containers, paper products, cases of beverages or supplies, must be stored at least 6 inches off the ground. Efforts must be taken to protect food from public contamination through the use of covers, lids, and sneeze guards.

Wiping cloths are to be stored in a container of sanitizer solution.

Handwashing facilities (hand sinks) must be provided at each stand. Dipping of hands in water is not approved. Paper towels must be provided for drying hands.

Food items that will be consumed without further cooking **are NOT** to be touched with bare hands. Use place gloves or utensils.

All groups will keep their own temperature charts on their own "Clip Board". This will be collected at the end of your season by the Director and filed away for 3 years.

We will need to meet with a representative of your booster organization **prior to your season**. About 1 month prior to your season starting, contact us for a tour so that we can also discuss your needs and offer some creative ideas. Please provide us a list of your games/tournaments.

Please call to schedule an appointment 724-693-3019 Tricia Wood, Director of Food Services