

# South Fayette Concession Stand Guidelines

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 (412) 221-4542 x8277# to schedule a brief meeting (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 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 Stadium’s Large Concession Stand at the Football Field, 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 and equipment (Time and Temperature) on HACCP Forms.
- Food must be purchased from a reputable vendor and brought to the school immediately following purchase. (Use a cold insulated bag when items are being transported from the grocery store)
- Sam’s Club/Giant Eagle - food should arrive in (Cold/Frozen) insulated bag and brought directly from Sam’s/GE/Shop N Save to the freezer in the concession stand. Fill out “Drop off Form”
- Food should arrive frozen- marked with permanent marker indicating temperature upon arrival, Date, your Initials, time upon arrival. (All foods should be fully cooked- meaning no raw meat (except hot dogs).
- Booster Representative for the concession stand will be responsible for receiving all foods and documenting time, temp and checking receipts.

- For concession stands that have very limited capability, keep in mind that “pre-arranged” purchases can be ordered through the South Fayette Food Service department 14 days – 1 month prior to your event.
- Foods are **NOT** permitted 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 have provided a new oven, two new commercial warmers, hot boxes, refrigerators and other small wares)
- If using the large concession stand, you can only purchase “fully cooked” – heat ‘n serve foods. (Hamburgers, chicken etc)
- 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
- **New for 2015-2016 All allergens must be posted in** the stand for all food items served
- 3 bowl sinks must be set up properly. Soap and Sanitizer will be provided to you.
- Equipment not working should be reported immediately to 412-221-4542x8277# Aimee Dernosek (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 left over must be taken from the premises at the end of the evening.
- All coolers are to be emptied (food usually is only good for 3-5 days after opening)
- All dry storage must be neat and all items must be off the floor at all times.
- No cardboard in the coolers - cardboard acts as an insulator, causing the refrigerator to run hot, putting the food at danger.
- Date/Time/Temp all hot boxes when using.
- No students under the age of 16 are permitted in the concession stand
- Please report any accidents immediately to the Athletic Director.
- Any events which require the use of the fryer, a South Fayette food service certified employee must be hired for your event. The cost of the employee will be paid for by the booster organization.
- All lettuce and sliced tomato must be kept on ice and covered at all times.
- Nacho cheese cannot be placed in refrigerator to cool. Cheese that is opened and heat, but not sold must be taken from the premises.

## 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)

You may also serve these items at the Stadium's Large Concession Stand listed below:

**Frozen: From Frozen state to Oven - Cook to temperature on box or follow temperature chart or to 165 degrees**

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 (the taco meat must be from a frozen state and be "Fully Cooked" (No raw meat) when purchasing. Hamburgers, cheeseburgers, meatballs, hot sausage must be purchased as "Fully Cooked" and cooked in oven until 165 degrees.

All frozen items listed above must be purchased "Fully Cooked". Frozen Items should be immediately brought to the Concession stand frozen and placed in freezer right away. When placed in the freezer, please temp, time and chart information.

Wear gloves when handling ready to eat food items.

New for 2015 School Year, all allergies must be posted for all items you are serving.

## Clean Up:

All pots, pans and sheet pans must be cleaned prior to leaving. Scour out the sink. All floors should be swept. All stainless should be cleaned and sanitized. All coolers should be cleaned out. All dry storage should be put away neat and clean. All items (paper products, cases of cans, Gatorade, etc...) stored in dry storage must be 6 inches off the floor. No items are allowed to be on the floor.

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

All dirty cleaning rags must be placed in the pail.

Double check that all temperature charts on hot box, refrigerator and food temperature charts were filled out completed and signed by the **Booster Representative**.

Thank you

Tricia Wood

Director of Food Service

Direct Dial: Desk (724)693-3019

[wood@southfayette.org](mailto: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 containers 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 41 degree or below and should be pre-chilled.

Keep raw foods separate from other foods. (Just for your information, however, we are not dealing with raw food at the concession stands)

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.

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.

Provided:

- Lids
- Soap, Sanitizer, towels
- Thermometers
- Temperature Charts
- Hairnets
- Pots
- Full Pan Trays

We will need to meet with a representative of your booster organization **prior to your season**. We would like to meet to tour, 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