

SOUTHWESTERN LAW SCHOOL

L O S A N G E L E S

Food Sale Policy for Student Organizations

Administrative policy approved October 13, 2022. Effective immediately.

Revision history: None; new policy.

Scheduled Review Date: September 2023 (Student Affairs Office)

A. Overview

This Policy applies to any Southwestern student organization (“Student Organization”) selling food on campus, including at The Residences at 7th. Student organizations are responsible for the safety of the food products they offer for sale.

B. General Requirements

1. Required forms

A Student Organization representative must complete and submit the following forms at least 14 calendar days before the proposed event. All forms are available on the Student Affairs Office Canvas page.

- a. **Facility Usage Request Form:** Submit to events@swlaw.edu and studentaffairs@swlaw.edu.
- b. **Food Sale Form:** Submit to studentsaffairs@swlaw.edu.

2. **Food allergy notice:** A Student Organization representative must obtain a food allergy sign from the Student Affairs Office. The sign—which must be displayed during the entire event—notifies buyers of the potential presence of common food allergens and states, “Please be advised that food sold here may contain the following ingredients: milk, milk products (e.g., butter, buttermilk, cheese), eggs, wheat, soy, peanuts (peanut butter), tree nuts (e.g., almonds, pecans, walnuts, cashews), fish, shellfish, wheat, sesame, and other ingredients not listed here.”

3. **Labeling food items:** All food items must be labeled with an identifying name; for example, “Chocolate Chip Cookies.”

4. **Commercially produced food:** All food items to be sold must be commercially produced. Food made, assembled, or baked at home may not be sold on campus. All food items must be free from contamination and must be obtained from a grocery store, restaurant, or other licensed commercial vendor (“Approved Source”).
5. **Transporting food:** Food must be transported in clean and sanitary vehicles. Food must be tightly wrapped to protect from dust, dirt, and insects. Cold food must be held at 40°F or below. Hot food must be kept at or above 140°F.

C. Sanitation Requirements

All food items must be protected from unnecessary handling, airborne contamination, and pests. Student Organization members (“Organizers”) facilitating the event must employ sound sanitation practices, such as using clean equipment, when packaging, storing, transporting, displaying, and selling food items.

Organizers responsible for packaging, transporting, displaying, or selling food items must be free of communicable diseases such as COVID-19, colds, the flu, and hepatitis.

Organizers contributing or participating in the food sale must thoroughly wash their hands before conducting the sale and after any act that could contaminate their hands, such as coughing, eating, or using the restroom. Their hands and arms must be free of wounds, cuts, and sores.

All Organizers must wear plastic gloves and use utensils whenever handling or serving food items. Organizers may pick up gloves from the Student Affairs Office. If Organizers touch anything other than food, they will need to use a new set of gloves.

Food sale patrons are strictly prohibited from serving themselves, and Organizers should arrange the display so that patrons and potential patrons cannot touch the food.

All food items must be displayed on clean surfaces, and the food sale area must be maintained in a clean and sanitary condition.

D. Sale of Hot Food Items

Once food is cooked or reheated, it must remain heated at or above 140°F. Food may be held in heated chafing dishes or on warming trays. Student Organizations must use a food thermometer to check the temperature of hot food items throughout the event. Organizers may borrow food thermometers from the Student Affairs Office.

E. Sale of Cold Food Items

Organizers must keep cold foods, such as salads, at or below 40°F. Food that will be portioned should be placed in a shallow container. The shallow container must remain inside a deep pan filled partially with ice to keep food cold. Student organizations must

use a food thermometer to check the temperature of cold food items throughout the event.

F. Grilling Food on Campus

Subject to the requirements in Sections B and D of this Policy, Student Organizations are permitted to grill meat and other food items on campus for a food sale. Organizers must make arrangements for the grill through the Student Affairs Office. Only a Southwestern faculty or staff member may operate the grill.

Organizers must obtain food items directly from an Approved Source and grill food immediately before or during the food sale event. Using homemade marinades, sauces, or seasonings is strictly prohibited.

G. Leftover Food Items

The Student Organization is responsible for cleaning up and disposing of all food and related items after a food sale.

If the Student Organization wishes to give away leftover food items to the Southwestern community, the Student Affairs Office will send a campus-wide email directing community members to the leftover food. Organizers must ensure that food labels and the allergy sign remain posted and must also post a sign stating the event name and the event start and end times. Food may not be left out for more than two hours after the event or more than one hour after the event in temperatures above 90°F. Organizers must dispose of all food items after that time.

H. Consequences of Violating This Policy

The Student Affairs Office will perform periodic inspections of food sales. If the Student Affairs Office observes noncompliance with this Policy, Organizers may be required to discontinue present and future sales until they make necessary corrections.

I. Questions

Please direct questions and comments about this Policy to StudentAffairs@swlaw.edu.