

Occidental College Requirements for Outside Catering

		Events advertised to the public		Closed invitation with outside guests		Oxy internal events (student/employee/alumni/family)	
See back of page for full definitions		High risk foods	Low risk foods	High risk foods	Low risk foods	High risk foods	Low risk foods
Professional Caterer	Contract	REQUIRED	REQUIRED	REQUIRED	REQUIRED	REQUIRED	REQUIRED
	Insurance	REQUIRED	REQUIRED	REQUIRED	REQUIRED	REQUIRED	REQUIRED
	Health Permit	REQUIRED	REQUIRED	REQUIRED	REQUIRED	REQUIRED	REQUIRED
	Food Safety Contact	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
Venue with their own catering (off campus events)	Contract	REQUIRED	REQUIRED	REQUIRED	REQUIRED	REQUIRED	REQUIRED
	Insurance	REQUIRED	REQUIRED	REQUIRED	REQUIRED	REQUIRED	REQUIRED
	Health Permit	REQUIRED	REQUIRED	REQUIRED	REQUIRED	REQUIRED	REQUIRED
	Food Safety Contact	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
College employees and Student organizations	Contract	NOT ALLOWED	NOT REQUIRED	NOT ALLOWED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
	Insurance	NOT ALLOWED	COLLEGE'S	NOT ALLOWED	COLLEGE'S	COLLEGE'S	COLLEGE'S
	Health Permit	NOT ALLOWED	NOT REQUIRED	NOT ALLOWED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
	Food Safety Contact	NOT ALLOWED	REQUIRED	NOT ALLOWED	REQUIRED	REQUIRED	REQUIRED
Unlicensed enterprise/volunteer	Contract	NOT ALLOWED	NOT ALLOWED	NOT ALLOWED	NOT ALLOWED	NOT ALLOWED	NOT REQUIRED
	Insurance	NOT ALLOWED	NOT ALLOWED	NOT ALLOWED	NOT ALLOWED	NOT ALLOWED	COLLEGE'S
	Health Permit	NOT ALLOWED	NOT ALLOWED	NOT ALLOWED	NOT ALLOWED	NOT ALLOWED	NOT REQUIRED
	Food Safety Contact	NOT ALLOWED	NOT ALLOWED	NOT ALLOWED	NOT ALLOWED	NOT ALLOWED	REQUIRED
Food Truck	Contract	REQUIRED	REQUIRED	REQUIRED	REQUIRED	REQUIRED	REQUIRED
	Insurance	REQUIRED	REQUIRED	REQUIRED	REQUIRED	REQUIRED	REQUIRED
	Health Permit	REQUIRED	REQUIRED	REQUIRED	REQUIRED	REQUIRED	REQUIRED
	Food Safety Contact	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED

Please see back for definitions

Professional caterer- Any firm conducting a catering business with a full license, a health permit, and insurance coverage for their firm. If a restaurant, must have a permit to operate outside of own kitchen

Venue with their own catering- Usually a hotel, restaurant, or banquet hall who supplies catering along with the event space. Does NOT include third party catering

College employees- Regular full time faculty, or staff of Occidental College. This would be considered the source of food purchased from local stores or restaurants brought to an event.

Student Organizations- Clubs or groups registered as official College organizations with the Office of Student Life

Unlicensed enterprise- an enterprise or individual who is paid by the college to supply low risk foods

Unlicensed volunteer- an enterprise or individual who donates low risk foods to the College

Food Truck- a vehicle equipped with facilities for preparing, cooking, and selling food

Contract- An agreement that meets the approval of the office of Occidental College's General Counsel. Contact risk@oxy.edu for details.

Insurance- A certificate of insurance showing the coverages required by the terms of the approved contract. Must be approved by the Office of Risk Management. Contact risk@oxy.edu for details

Health Permit- A current Los Angeles County or State of California health permit issued to the caterer

Food Safety Contact – at least one member of the department/organization hosting the event must be an authorized food safety contact. If 100 or more guests will be present, a Campus Dining employee **may be required to** be present to oversee the food safety. Contact dining@oxy.edu for details

Low Risk Foods – Baked goods and other **commercially** packaged **non-perishable** foods and beverages, cotton candy and non-dairy beverages made from mixes

High Risk Foods – Any hot food except **traditional pizza** and popcorn, or any cold meats, mayonnaise or other foods that spoil quickly. Can also be identified by remembering FATTOM:

F	Food	There are sufficient nutrients available that promote the growth of microorganisms. Protein-rich foods, such as meat, milk, eggs and fish are most susceptible.
A	Acidity	Foodborne pathogens require a slightly acidic pH level of 4.6-7.5, while they thrive in conditions with a pH of 6.6-7.5. FDA regulations for acid/acidified foods require that the food be brought to pH 4.5 or below.
T	Time	Food should be removed from "the danger zone" (see "temperature" below) within two hours, either by cooling or heating.
T	Temperature	Foodborne pathogens grow best in temperatures between 40 °F to 140 °F, a range referred to as the Danger Zone. They thrive in temperatures between 70 °F to 120.
O	Oxygen	Almost all foodborne pathogens are aerobic, that is requiring oxygen to grow. Some pathogens, such as clostridium botulinum, the source of botulism, are anaerobic and do not require oxygen to grow.
M	Moisture	Water is essential for the growth foodborne pathogens.