



## Catering Procedures

In order to protect the health and safety of faculty, staff and students, the Food Policy and Procedure for Student Organizations and Departmental Units should be followed with any event involving the purchase of food. Complete policy and procedures for catering events are available on the website at:

[http://southeastern.edu/admin/stu\\_affairs/resources/assets/food\\_policy\\_new.pdf](http://southeastern.edu/admin/stu_affairs/resources/assets/food_policy_new.pdf).

### CATERIN

## **FOOD PREPARED AND SERVED BY FACULTY, STAFF OR STUDENTS**

At least one individual who has attended and received certification for completing the Food Preparation and Safety Course must be present at events where faculty, staff or students prepare and serve food. The Office of Student Development provides the Food Preparation and Safety Course periodically throughout the year for faculty, staff and students to receive training in for the safe handling and preparation of food. Purchases of food items for food events are subject to the appropriate state bid requirements. The Food Policy and Permission Form can be found at:

[http://southeastern.edu/admin/stu\\_affairs/resources/assets/food\\_permission\\_form\\_new.pdf](http://southeastern.edu/admin/stu_affairs/resources/assets/food_permission_form_new.pdf).