Welcome to the Student Group Services 2012-2013 BBQ Handbook!

Here at SGS, we want nothing more than for student groups to hold successful fundraising events.

BBQs are some of the quickest (and tastiest!) ways to fundraise on the U of A campus. Who can resist the smell of a BBQ cooking up some delicious hamburgers, hot dogs, veggie burgers or grilled cheese?! By following the steps and guidelines listed in this handbook, you’re sure to host a successful event. If you have any questions, you know where to find us!

- Student Group Services Staff

EDITED BY CHELSEA LIVINGSTONE, SGS ADMIN ASSISTANT (SUMMER 2012)

1 :: AHS – TEMPORARY FOOD FACILITY REGISTRATION
Fill out a Registration Form for Community Group Events (Schools) and submit to Alberta Health Services via fax (780.735.1802) at least two weeks prior to your BBQ.

You can also mail the completed form to:
Population & Public Health - Environmental Public Health
HSBC Building, Suite 700, 10055 – 106 Street
Edmonton, Alberta T5J 2Y2

2 :: BOOK YOUR SPACE
Not all groups will hear back from AHS right away, but once that form is submitted it is time to book your space! Submit an Outdoor Event Site Request to University of Alberta Facilities and Operations at least 5 business days prior to your event.

NOTE: if you want to host a BBQ in September, book your space MONTHS early.

The nicer the weather the more popular the outdoor space will be!

You can access the Outdoor Event Site Request online through the SGS or the Facilities and Operations website.

3 :: RENT A BBQ
L’Express (Jerry Daley, Manager) in SUB 1-46 has three propane barbecues you can rent for a $25.00 deposit and $30.00 rental fee. Each rental comes equipped with propane, tongs, spatula, and a fire extinguisher! Call Jerry at 780.492.2090, or visit www.su.ualberta.ca/rentals.

If you need to book a table through SGS, email us at clubs@su.ualberta.ca or drop in! We have two tables available for a $60 deposit each (no rental charge as long as you don’t damage them!) – and they should be booked at least 24 hours in advance.
Cautions for Temporary Food Facilities

1. Sanitizing solution may be 100 ppm to 200 ppm chlorine or approximately one tablespoon of household bleach per gallon of water.

2. All foods must be prepared on-site or in a permitted food establishment. Absolutely no home-made foods are allowed.

3. Do not store perishable foods in your vehicle. (Exception – refrigerated truck).

4. Transport all foods in covered containers. Perishable foods must be kept either hot (above 60°C) or cold (below 4°C) at all times.

5. Thoroughly cook all foods. Reheat cooked foods to a minimum of 74°C and cook ground meats to a minimum of 71°C.

6. Any employee exhibiting symptoms of a potentially transmittable illness (diarrhea, cough, sneezing or runny nose) should not be handling food.

7. Remember that there is limited storage space on-site. Have a person available to go for supplies.

If you have any further questions, please contact (780) 735-1800.

For more information, please contact your nearest Environmental Public Health office.

Edmonton Main Office (780) 735-1800
Calgary Main Office (403) 943-2295
Lethbridge Main Office (403) 386-6699
Grande Prairie Main Office (780) 513-7577
Red Deer Main Office (403) 356-6366

4EPHF-10-004
Created: 1999
Revised: Jan/07
Updated: Mar/2010
Checklist for Concessionaires

Probe Thermometers
Liquid Soap
Paper Towels
Bleach (or another approved sanitizer for sanitizing utensils and food contact surfaces)
Hairnets, Caps, or Other Hair Restraints
Aprons (clean clothing – non street clothes)
Cutting Boards
Serving Spoons, Tongs, etc.
Food Storage Containers
Disposable Plates, Cups, and Utensils
Hot Holding Equipment (steam table)
Food Protection (sneeze guards)
Garbage Bags / Containers

Common Sense!!!!

- Don’t store perishable food in your vehicle.
- Cover all food during delivery.
- Bring only enough food to last a short while. Your storage space is limited.

IMPORTANT NOTE: Thermometers are required to monitor potentially hazardous (perishable) foods:
- KEEP HOT FOODS HOT at >60°C (140°F)
- COOK HAMBURGERS TO AN INTERNAL TEMPERATURE of >71°C (160°F)
- KEEP COLD FOODS COLD at <4°C (40°F)

Note: Information regarding structural requirements for Temporary Food Establishments operating as part of a special event (e.g. Heritage Festival, Taste of Edmonton) can be found in the document entitled, “Standards for the Operation of Temporary Food Establishments - Operating More Than 3 Days.”
Standards for the Operation of Temporary Food Establishments - Operating 3 Days or Less

Food Concessions

1. The processing/cooking area shall be roped off or separated from the public to prevent accidental contact and contamination. If operating for more than one day, the cooking equipment should be located on a hard surface (concrete, asphalt, plywood).
2. All table surfaces shall be smooth and finished with non-absorbent material for easy cleaning.
3. A supply of hot & cold potable water shall be provided for handwashing and cleaning purposes. This can be achieved using spigotted containers and either a basin or bucket for the wastewater. A kettle or coffee urn can be used to heat water if no other hot water source is available.
4. All liquid wastes shall be poured into a sewer system or other approved containers. It must not be poured onto the ground.
5. Dish detergent and a sanitizer (household bleach) shall be available for washing utensils used in food preparation.
6. Liquid soap and disposable single-service towels shall be provided for handwashing.
7. Garbage containers lined with plastic bags shall be provided.

Food Handling & Storage

1. All foods served shall be obtained from approved sources.
2. All foods prepared prior to the event must be prepared in an approved food establishment.
3. All foods shall be protected from dust, dirt and vermin.
4. Perishable foods must be kept less than 4°C or held at greater than 60°C.
5. Single-service utensils shall be provided to customers. Re-use of single-service items is prohibited.
6. All self-service condiments must be dispensed from approved dispensers, which would include pumps, squeeze containers or containers with self-closing covers or lids.
7. Staff shall wear clean clothing, keep their hair effectively under control and practice good personal hygiene.
8. It is imperative that all food handlers routinely wash their hands. Disposable gloves, hand sanitizers and/or cloth sani-wipes (e.g. Handi-Wipes®, Wet Ones®) are recommended in conjunction with handwashing.
9. Smoking is not permitted in the concession.

ALL HAMBURGERS MUST BE THOROUGHLY COOKED. THE RECOMMENDED INTERNAL TEMPERATURE SHOULD REACH MORE THAN 71°C. WE RECOMMEND THAT A PROBE THERMOMETER BE AVAILABLE TO CONFIRM THIS TEMPERATURE AT VARIOUS TIMES WHILE IN OPERATION. I.E. WHEN THERE IS A CHANGE IN COOKS.

For more information, please contact your nearest Environmental Public Health office.

Edmonton Main Office  (780) 735-1800  Grande Prairie Main Office  (780) 513-7507
Calgary Main Office  (403) 943-2295  Red Deer Main Office  (403) 356-6366
Lethbridge Main Office  (403) 388-6689

Created: May03  Revised: Dec06
Updated: Mar10
Registration Form for Community Group Events (Schools)

Name of Event: __________________________________________

Dates and Times of Event: __________________________________

Location of Event: _______________________________________

Name of Organization / Association / Faculty: ______________________

Person directly responsible for the Temporary Food Facility:
   Name: ________________________________  E-mail: _____________
   Mailing Address: ________________________________
   Telephone Number: ____________________________  Fax Number: ___________

Foods to be served:
   _______________________________________________________
   _______________________________________________________
   _______________________________________________________

Are all foods served either provided by volunteer caterers or from approved food facilities? Yes / No
   * Volunteer Caterers are those food handlers who provide food for community organization functions and receive nominal or no compensation for doing so.

What form of protection will be provided for potentially hazardous (hot and cold) foods?
   1. In transit? ___________________________________________
   2. At event site? _______________________________________

What handwashing facilities will be provided? _______________________
   _______________________________________________________

FOR OFFICE USE ONLY

Date Received: ______________________  Reviewed by: ______________________

Comments: _______________________________________________________
   _______________________________________________________

EPHF 09-004
Created: Mar/08  Revised: Sept/09  Updated: Jan/2010