

Food Handling

- Coffee Cart must be manned while in operation
- Hands must be washed with soap and water before handling food
- Hands must be washed after handling money, before handling food.
- Food must NOT be touched if food handler is ill
- Self serving of food is prohibited
- Single use paper towels or napkins must be provided
- All hot food must be kept above 135°F
- All cold food must be kept below 41°F
- Locations must abide by the foods groups listed below for their authorized classification
- Level 2 Foods require on-site cold storage, and running water to wash hands.

Money Handling

- Members must complete cash handling training prior to any transaction.
- All transactions should be completed in dual custody.
- Cash must be stored in a locking box out of public view.
- Inventory and merchandise must be locked in a secure location when not in operation.
- Club must deposit all revenue from the operation of the coffee cart weekly.
- Weekly deposits should have dual verification.
- Clubs are not to use sales revenue to make inventory purchases. (Cash advances are available at the Club Financial Services Office)
- A copy of the *Permit to Operate* and a *Seller's Permit* must be conspicuously posted.

Level 1 Food Group	Level 2 Food Group	Contact Information for Questions
Hot Coffee & Tea Bottled/Canned Drinks	Includes Level 1 Foods Meat/Dairy Products Hot/Cold Storage Foods	<u>Regarding Food Handling:</u> <i>Clubs & Activities Office</i> 707-826-3776
<i>Commercially prepared bakery foods such as:</i> Donuts, Muffins, Bagels, Croissants, Cookies	Fresh Produce <u>Any</u> Prepared Foods (Heated, sliced, mixed)	<i>Environmental Health</i> 707-826-5711
<i>Pre-packaged, single serving snacks such as:</i> Candy, Fruit Snacks, Chips, Granola/Protein Bars	Prohibited Items <i>Cream or custard filled pies, cakes, or donuts</i> <i>Food prepared at home</i>	<u>Regarding Money Handling:</u> <i>Club Financial Services Office</i> 707-826-5278