

OSU Extension Food Service/Preparation Policy - Update!

Since the new OSU Extension Food Service/Preparation Policy (effective March 1, 2006) was announced, there have been some questions regarding implementation.

Under the direction of faculty and staff from the College of Human Ecology and Family & Consumer Sciences, a training program is being developed, to be distributed on DVD to each county with the appropriate curriculum. To fully complete the training, participants...

1. Will be directed to a website to complete a post-program survey in which they must obtain a 75% accuracy score.
2. Participants may take the post-program survey as many times as necessary to complete the minimum score.
3. Once the minimum score is obtained, participants will receive a certificate that is valid for 5 years.
4. OSU Extension 4-H Youth Development will maintain an ongoing database of all those who are certified through this training program.
5. There will be no cost to counties or volunteers for the training as OSU Extension Administration is covering costs associated with development and distribution of materials.
6. Individuals (volunteer or paid staff) providing leadership to the on-site preparation and service of food, for sale or to be given away (not including carry-in, covered dish, pot-luck dinners, or bake sales) will be required to complete the training and obtain the minimum score on the post-program survey prior to engaging in the food preparation or service.
7. It is up to local county professionals to identify who will be providing leadership to the events/activities and to ensure that they have completed the training requirements.
8. Non-Extension organizations/persons are not eligible to complete this training as it is only for Extension staff and volunteers.

At this time, finalization of the training and accompanying website are in progress, as well as development of a database system. Once all components are further along, additional information regarding the distribution of materials and offer suggestions on implementation on the local level will be distributed.

Ohio State University Extension

Food Preparation/Service Policy & Procedures

Effective March 1, 2005

Adopted by Administrative Cabinet: TBD

Policy:

1. Preparation of food by Ohio State University Extension faculty and staff is appropriate when it is within the scope of their responsibilities and for demonstration purposes.
2. When preparing food, for sale or giving away, to raise funds or contribute to recognition events/activities for programs and activities, Ohio State University Extension strongly recommends that faculty and staff contract with an independent business/vendor to handle the food preparation.
3. When engaged in programs/activities that include food preparation and/or service, Ohio State University Extension faculty, staff, and volunteers must follow local and state food preparation and service guidelines (when applicable); adhere to appropriate licensing procedures; and be knowledgeable of food safety guidelines.

Procedures:

- A. Ohio State University Extension faculty and staff whose responsibilities and scope of responsibilities include food preparation for demonstration purposes will be knowledgeable of food safety guidelines and will follow USDA, local and state food preparation and service guidelines (when applicable).
- B. All events or activities involving food preparation or service will have a volunteer(s) or paid staff member(s) providing primary leadership who is/are onsite for the entire event or activity;
- C. Individuals (volunteers or paid staff) providing leadership to the on-site preparation and service of food, for sale or giving away (not including carry-in, covered dish, pot-luck dinners, or bake sales) will have completed the Safe Food Handling for the Occasional Quantity Cook training or an equivalent educational opportunity, prior to engaging in the food preparation or service;
- D. When required, secure licensing from all appropriate agencies (contact county Health Department) and follow acceptable food preparation and service guidelines;
- E. When coordinating carry-in, covered dish, and/or pot-luck dinners, it is recommended that event leaders communicate (i.e., provide fact sheet) food preparation safety guidelines to the individual food provider(s).