

TCNJ Recognized Student Organization Food Service Checklist

(Please display this on your food service table)

- We are not selling food (items are free or for a Recommended Donation)
- Food was produced in a licensed commercial kitchen or bought pre-packaged
- Commercial kitchen/Food packing has identified all known allergens groups
- Food was transported to site in a manner consistent with food safety recommendations
- Gloves and serving utensils are being used
- Group is providing plates/utensils for single use (if appropriate)
- Proper hand washing occurred before and during (as needed) food service
- Group has a designated member(s) serving/monitoring food throughout food service that have completed the OSI Food Safety Training

Food Temperatures:

- Foods that need to be maintained at a specific temperature and that are maintained at that temperature (either below 41°F or above 135 °F), may be served for 4 hours.
- Foods that need to be maintained at a specific temperature but are not maintained at that temperature may be served for 2 hours.
- Some pre-packaged or baked goods may not need to be maintained at a specific temperature

|-----Known Allergen Groups-----|

Food Items	Suggested Donation	Safe Until (Time or N/A)	Milk	Eggs	Fish	Shellfish	Tree Nuts	Peanuts	Wheat	Soybeans

Name of RSO

Name of OSI Food Safety Representative

Date