FOOD ESTABLISHMENT OPERATOR GUIDELINES:
FOOD HANDLING AND SERVING PRACTICES

To ensure food quality and safety during the Food Catering, may we request the caterers to observe the following food handling and serving practices at the ADMU premises:

I. TRANSPORTATION HANDLING
   - As a means of transporting the food items, use only clean and covered vans.
   - The use of tricycles/sidecars for food delivery is discouraged.
   - All food items, kitchen utensils and tableware should be transported in covered containers.
   - Provisions should be undertaken to protect the food from dust, heat and rain.
   - Ice storage should be provided in case of traffic delays.

II. FOOD CONTAINERS, PACKAGING MATERIALS, EQUIPMENT & KITCHEN UTENSILS
   - Serving spoons and kitchen utensils to be used should be previously sanitized and packed in plastic bags or containers.
   - Food containers should be clean and in good condition.
   - The use of Disposable Packaging Materials (ex. Paper Plates, Plastic cups, etc.) is not allowed.
   - LPG tanks and Gas Grillers are not allowed. Only Electrical Equipment is allowed. Wax or Alcohol Lamp Baine Mari will only be allowed for 2-4 Hour events.

III. ICE CHEST AS COLD STORAGE
   - Ice cubes for use in juices and beverages should be packed in plastic and stored in ice chests.
   - No food item should be stored with ice cubes intended for juice and beverage. Food items that require ice storage should have a separate ice chest for this purpose.
   - Fruits and vegetables to be used for salads, juices and sandwich garnishes should be pre-washed, placed in sealed plastic bags or containers, and stored in the ice chest.
   - The following food items should be packed in plastic bags or containers and stored in the ice chest while on stand-by: pre-cooked food items (hotdogs and cold cuts, spring rolls); batter mixes (cookie, puto and bibingka, hotcake and waffle); marinated meat and poultry for barbecue and grills.
IV. FOOD SERVERS AND HANDLERS
- All catering personnel are required to be in complete uniform, specified with
  - hairnets or caps, with no hair falling on the face
- barber’s haircut, for male; hair tied back/tucked under hairnet, for female
- closed shoes
- no jewelry, beads, bangles, pendants
- aprons for food preparers
- clean and short nails, no nail polish
- no streetclothes (maong, elephant pants, hanging pants, jogging pants, sleeveless shirts and blouses, oversized t-shirts)
- Authorized I.D. from the event organizers
- Food personnel are expected to be in good working behavior. Sleeping, chatting and loitering are discouraged.
- Only food personnel/owners with medical certifications/health permits are allowed inside food stalls. The health certificate ID’s must be clipped in the upper left front portion of the garment of the employee while working. (Clipping the ID will be applicable to frontline personnel and cashiers only).

V. FOOD HANDLING
- Wear gloves for handling the following items: fruits, vegetables, salads, sandwiches, bakery products, boiled potato and boiled egg, cooked corn on the cob and other ready to eat foods.
- Wash and dry hands before and after work
- Food handlers should not touch sources of contaminants (rags, clean-up tools, face)
- Prohibitions of pre-cooking preparation in Ateneo grounds, that is, washing and cleaning of ingredients, sorting, cutting, skewering. Items should be pre-prepared and pre-cooked if necessary and are brought to the event location, packed in plastic bags and stored in ice chest.

VI. SERVICE TABLES AND BUFFET TABLES
- All service and buffet tables should be covered with table cloth.
- Food should be handled on service tables
- Food items should be arranged in an orderly manner on buffet tables
- Food containers, utensils and tableware on stand-by should be shelved on portable merchandisers.
- No food item, kitchen utensil or tableware should be in contact with the ground.
- Chafing dishes with alcohol lit lamp/wax must be used for cooked meals and dishes in order to retain food temperature.
VII. **BOOTH AND COUNTER PRESENTATION**
- Booth lay-out should be planned and arranged in an orderly manner
- Booth area should be clean and free from clutter
- The surroundings should be clean, with no garbage depots on display

VIII. **WATER AND WASTE DISPOSAL**
- Washing of kitchen utensils and tableware in school premises is strictly prohibited
- Provide for garbage bags, segregate and tie up; dispose in dumping stations

IX. **HOLDING TIME**
- All meat, poultry and seafood dishes should be served within four hours from the time of cooking to the actual food set-up in the event location.
- The list of dishes with highly perishable ingredients or “potentially hazardous products” which easily spoils, (Please refer to the FSQA Guidelines on Product Restrictions during Food and Beverage Sales) is applicable to the list of products that will not be allowed for Catering and Sponsored events unless the dish is a product currently being served by an existing ADMU Food Concessionaire.

X. **HOLDING TEMPERATURE**
- Observe holding temperature requirements of food items being served:
  - For meat, poultry, and seafood dishes: put burners on
  - For dimsum: put steamers on
  - For pizza: for reheating purposes, a minimum of 5 minutes
  - For creams, sauces, cakes and salads: put on top of ice tray; and away from heating elements
  - For milk and milk products: keep at chiller temperatures (ice chest)
  - For fruits and vegetables for salads, juices and sandwich garnishes: keep at refrigeration
    - temperature (ice chest), and prepare as needed
  - For juices and beverages: keep at refrigeration temperatures (on ice)
  - For kakanin ( piche-piche, palitaw, puto, bibingka): separate the grated coconut, pack in
    - double plastic and refrigerate (ice chest). Use as needed.

*Only heating of cooked food is allowed.*

May we request all food caterers to maintain sanitary conditions in their preparation and cooking areas, observe Good Manufacturing Procedures (GMP) as mandated by law, and comply with the storage requirements of their product lines. The University has the right to stop a selling activity due to unsanitary practices and poor management of stalls.

**Conforme**

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Concessionaire Manager/Representative  Name of Concessionaire