

# Residence Hall Food Sales Registration Form

Residence Hall \_\_\_\_\_ Proposed Service Period (months) \_\_\_\_\_

Food Sales Manager \_\_\_\_\_ Intended Customer Base \_\_\_\_\_

Manager's Phone # \_\_\_\_\_ Store Hours \_\_\_\_\_

Store Location \_\_\_\_\_ Operations Days \_\_\_\_\_

<u>Menu Items</u> (Ex: pizza)	<u>Holding Method</u> (Ex: refrigerate)	<u>Prep. Method/Equipment</u> (Ex: hand toss/pizza oven)

List all cooking equipment (ex: types of ovens, fryers, ranges, microwaves, etc.):

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List any service utensils, containers and tableware that will be used in this kitchen:

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List any vendor sources that food items will be purchased from:

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Name of Food Sale Operation: \_\_\_\_\_ website: \_\_\_\_\_

Print Name \_\_\_\_\_ Sign Name \_\_\_\_\_ Date \_\_\_\_\_

Rector Name \_\_\_\_\_ Sign Name \_\_\_\_\_ Date \_\_\_\_\_

**Please send this form to Risk Management & Safety (636 Grace Hall) prior to service.**

# Some Basic Rules

1. All food must come from licensed and insured suppliers.
2. No food items may be stored on the floor.
3. All foods must be covered and protected unless being prepared or served.
4. All refrigerators must be supplied with readable thermometers.
5. No eating, drinking, or smoking in the preparation kitchen.
6. A hand-washing sink must be present in kitchen.
7. Trash receptacles must be emptied daily.
8. All surfaces and utensils must be effectively cleaned after use.
9. Deep fryers are not permitted.
10. The following food items may not be permitted, please contact Risk Management & Safety for approval:

<i>Chicken</i>	<i>Homemade cookies/cakes/pastries</i>	<i>Shell Fish</i>	
<i>Eggs</i>	<i>Egg Product</i>	<i>Gravies</i>	<i>Salads</i>
<i>Cooked Vegetables (except potatoes)</i>	<i>Puddings</i>	<i>Fish</i>	
<i>Pork</i>	<i>Homemade Sauces</i>		

11. All hall food sales must have atleast two people complete Food Safety Training. At all times, a Food Safety Trained person must be present. Groups are encouraged to have as many members trained as they wish.

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**Please contact Risk Management & Safety at 1-5037 (or email [king.165@nd.edu](mailto:king.165@nd.edu)) with any questions.**

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