



St. Thomas University

POLICY:	Donation of Surplus Food
Effective Date:	March 28, 2013
Revised Date:	March 28, 2013
Review Date:	March 2018
Approving Body:	Vice-President (Finance & Administration)
Sponsor/Contact:	Vice-President (Finance & Administration)
Applies to:	Faculty, Staff and Students of St. Thomas University

1.0 REASON FOR POLICY

- 1.1 The reason for this policy is to establish guidelines and procedures to follow in the event that food is leftover following special functions, receptions, and meetings that are held at St. Thomas University.

2.0 POLICY STATEMENT

- 2.1 St. Thomas University is committed to protecting the health and wellbeing of its staff, faculty, students, the customers of its food service operations, and the potential recipients of any foods that may be donated to them following special functions, receptions, and meetings that take place at our University.

3.0 SCOPE

- 3.1 The entirety of this Policy applies to all members of the St. Thomas University community, including students and employees (faculty, staff and administration) as well as customers of our food services operations.

4.0 GUIDELINES FOR DISPOSAL OF SURPLUS FOOD

- 4.1 The following guidelines are based on our commitment to protecting the health and wellbeing of our food services clients:
- 4.1.1 No perishable foods or foods containing protein items shall be removed from the premises at the end of a function. This would include foods containing meats, fish, dairy products, nuts, eggs, cheeses, dips, etc.
 - 4.1.2 While every precaution is taken by the food services provider to ensure that foods are held and served at appropriate temperatures in accordance with HACCP (Hazard Analysis and Critical Control Points) guidelines, certain high risk foods that remain on serving tables (trayed canapés, cheese and fruit trays, dip platters, etc.) are subject to removal by catering staff after a two (2) hour period.
 - 4.1.3 All protein items and perishable foods that have been sitting out on serving tables for a period greater than two (2) hours will be removed by catering staff.
 - 4.1.4 Some foods, namely squares, cookies, etc., (with the exception of those containing dairy or protein ingredients), and certain fruits and vegetables, may have an extended life. Therefore, these items, if left over at the end of the function, may be removed by the event organizer *to be given as a charitable*

donation to a non-profit organization as soon as possible following the event. The packaging of surplus food, as well as the proper storage of food while in transit, is the responsibility of the event organizer.

4.1.5 Under New Brunswick's Charitable Donation of Food Act, a non-profit organization (such as the University) that makes a charitable donation of food is not liable for damages arising as a result of injury or death caused by the nature, age, condition or handling of the food unless the injury or death occurred as a direct result of an act or omission of the director, officer, agent, employee or volunteer of the non-profit organization that constitutes gross negligence with respect to the health or safety of other persons.

4.1.6 The following organizations are recommended as the recipients of surplus food charitable donations:

STU-UNB Food Bank
George Martin Hall (Second floor behind the Chapel)
Fredericton NB E3B 5G3
Can also drop off food at GMH Room 203 (Campus Ministry Office).
(506) 452-0636

Fredericton Community Kitchen
65 Brunswick Street
Fredericton, NB, E3B 1G5
(506) 457-1788
(Accepts surplus food donations so long as they are wrapped)

Fredericton Food Bank
686 Riverside Drive
Fredericton, NB, E3A 8C2
(506) 459-7461
(Accepts only non-perishable food donations)

Chrysalis House
P O Box 22005
Fredericton, NB, E3B 5T6
(506) 451-4767
(Accepts donations of surplus food)

5.0 GUIDELINES FOR EVENT ORGANIZERS

5.1 Event organizers can minimize food services costs and waste by:

5.1.1 Planning for the proper amount of food. The Catering Manager can assist with the sufficient amounts needed based on the number of guests.

5.1.2 Monitoring the guest list and informing the Catering Manager, prior to the day of the function, if numbers will increase or decrease.

5.1.3 Notifying catering when food should be placed on serving tables to prevent food from sitting out too long.

6.0 ACCOUNTABILITY

The Vice-President (Finance and Administration) will be responsible for communication, administration and interpretation of this policy.

7.0 REVIEW

This policy shall be reviewed every five (5) years. The next review is scheduled for March, 2018.