



Procedure

Procedure Name	<i>Food and Beverage Handling</i>		
Procedure #	FO 8.1	Parent Policy	FO 8.0 Food and Beverage Handling
Policy Owner	VP Administration and Chief Financial Officer	Effective Date	November 3, 2021
Procedure Owner	Associate Vice President Campus Services	Next Review Date	November 3, 2026
Approved by	Associate Vice President Campus Services	Approval Date	November 3, 2021

1.0 Purpose/ Background

The handling of food and beverages on NAIT property requires compliance with the Province of Alberta Public Health Act and pursuant regulations, exclusivity contracts, franchise agreements and business licenses held by the Board of Governors. A food borne illness outbreak at NAIT would have damaging effects on the Department of Culinary Arts and Professional Food Services, on NAIT and on NAITSA. This procedure provides guidelines to mitigate these risks.

2.0 Definitions

Term	Definition
Approved Provider	<i>eat AT NAIT</i> Contractor, Department of Culinary Arts and Professional Food Studies and the NAIT Students' Association
Contractor	3 rd Party food supplier under contractual agreement with NAIT
Exclusivity Contract	A contract or agreement that limits the provision of specified products or services. (example includes the Cold Beverage Exclusivity Agreement)
Food Establishment	An area that has a valid permit to handle food and beverage
Food and Beverage Handling	The supply, sales, offering for sale, processing, preparation, packaging, providing, display, service, dispensing, storage or transportation of any food that is intended for public consumption
Food Handling Permit	Document granted by the regional health authority giving authorization to operate a food establishment
High Risk Food	Food and beverage items that by nature support the growth of microorganisms and their toxins (examples include meats, dairy products and hot food items). For a more detailed list refer to the <i>eat AT NAIT</i> website.
Low Risk Food	A food that by nature does not support the growth of pathogenic microorganisms or their toxins (examples include non-creamy baked goods, shelf-stable snacks such as chips, nuts, popcorn, cookies or candy). For a more detailed list refer to the <i>eat AT NAIT</i> website.
Private Group Meal or Potluck	A gathering of individuals where some or all of the attendees bring goods to be shared with the other attendees at no cost to the attendees
Public consumption	Available to the general public or a group, and not just for private use

3.0 Procedures

3.1 General Procedures

- 3.1.1 The handling of food and beverages on NAIT property, including the operations of the Department of Culinary Arts and Professional Food Studies, require compliance both with provincial food regulations and food and beverage exclusivity contracts and franchise agreements held by NAIT.
- 3.1.2 NAIT delegates exclusive authority for food and beverage handling on NAIT property to three providers: eat AT NAIT, Department of Culinary Arts and Professional Food Studies and the NAIT Students' Association. The respective managers of these three areas are responsible for the development of compliant procedures and practices. The Operations Manager, Conference and Event Services shall provide consultation and approval for food and beverage handling situations that are not directly specified in this procedure.
- 3.1.3 The approved NAIT service providers are guided by the NAIT values of collaboration, respect and accountability and take pride in providing safe, high-quality food and beverages consistent with the reputation and public image of NAIT.

3.2 Fundraisers Involving Food or Beverage

- 3.2.1 Unless coordinated by an approved provider, fundraisers must be registered with *eat AT NAIT* through the completion and email submission of the [Community Organization Function Notification](#).
- 3.2.2 Student fundraisers are limited to Student Clubs and Groups and are managed through NAITSA on a consultative basis with the Operations Manager, Conference and Event Services.
- 3.2.3 Food handler training is required by student fundraiser participants.
- 3.2.4 Bake sales must be organized according to the Alberta Health Services (AHS) [Guidelines for Bake sales](#). This requires that all bake sale items are individually wrapped low risk foods.
- 3.2.5 *Eat AT NAIT Contractors* will provide special purchase provisions and consultation to support the wholesale purchase and storage of high-risk food items that are resold at fundraisers.

3.3 Private Group Meals and Potlucks

Private group meals and potlucks generally involve high-risk foods. Although not regulated, when these events are held on NAIT property or for NAIT business, Alberta Health Services and NAIT recommend prudence and basic food safety protocol be followed. The following steps are outlined to mitigate risks of food borne illness at NAIT:

- 3.3.1 Appoint a meal coordinator to complete the [food safety checklist](#).
- 3.3.2 Contact the Operations Manager, Conference and Event Services for Consultation and equipment.

3.4 NAIT Hospitality, Celebrations and Working Sessions

3.4.1 Where possible and practical, NAIT facilities and approved providers are to be utilized.

3.4.2 If NAIT facilities and approved providers cannot be used, external AHS permitted food establishments or pre-packaged commercial food products are to be used.

3.4.3 The NAIT Signing Authority Matrix outlines required approvals.

3.4.4 The Operations Manager, Conference and Event Services shall provide consultation and/or approvals for special circumstances.

3.4.5 The NAIT event toolkit provides additional resources for Hospitality, Celebrations and Working Sessions at NAIT.

4.0 Exceptions to the Procedure

Exceptions to this procedure must be documented and formally approved by the Procedure Owner.

Procedure exceptions must include:

- the nature of the exception
- a reasonable explanation for why the procedure exception is required
- confirmation that the exception aligns with the general principles
- any risks created by the procedure exception and how they will be managed

5.0 Related Documentation

- NAIT Policy *Food and Beverage Handling*
- NAIT Policy *Liquor Sales, Service and Consumption*
- Employee Expense Reimbursement Procedure
- NAIT Signing Authority Matrix
- NAIT/NAITSA Agreement
- FOOD REGULATION, Province of Alberta Public Health Act, Alberta Regulation 31/2006
- Business License Bylaw
- [Community Organization Function Notification](#)
- [Guidelines for Bake sales](#)
- [food safety checklist](#)

Document History

Date	Action/ Change
November 28, 2024	Minor revision to reflect the change in policy owner from VP Students and Campus Life to VP Administration and CFO and procedure owner and approver from AVP FCS to AVP Campus Services.