



**Policy Chapter:** Chapter 15 Risk Management Services

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**Policy Number and Title:** 15.011 Food Service and Safety

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**I. Policy Statement**

It is the policy of the University of North Texas to comply with the Texas Department of State Health Services rules on food service sanitation. This policy outlines the University standards on preparing or handling food to prevent disease, protect health and promote safe food practices for food served on UNT property.

**II. Application of Policy**

All university food establishments, temporary food events, and mobile food units shall meet the requirements of this policy.

**III. Policy Definitions**

**A. Food Establishment**

“Food Establishment,” in this policy, means a facility that stores, prepares, packages, serves, vends, or otherwise provides food for human consumption located on University property.

**B. Food Service Handler**

“Food service handler,” in this policy, means a UNT food establishment employee in direct contact with food, food equipment, food utensils, or food-contact surfaces.

**C. Food Service Manager**

“Food service manager,” in this policy, means a UNT food establishment employee who is a certified food protection manager who has shown proficiency by passing a test that is part of an accredited program.

**D. Food Service Provider**

“Food service provider,” in this policy, means a person who contracts with the university to provide food or beverage service at any location on the premises of the university.

**E. Mobile Food Units**

“Mobile Food Units,” in this policy, means a vehicle mounted food unit that is readily moveable and operating on University property.

**F. Registered Sanitarian**

“Registered sanitarian,” in this policy, means a licensed specialist in public sanitation and health responsible for reviewing programs, enforcing local laws to protect the public's health and providing support to prevent, reduce, and control health and safety hazards.

**G. Temporary Food Event**

“Temporary food event,” in this policy, means an event with food, on University property, operating for less than 14 consecutive days.

#### **IV. Policy Responsibilities**

##### ***A. Student Opportunity to Participate in Food Service Provider Assessment***

Students must have a reasonable opportunity to appear before any committee or other entity that is determining whether a food service provider should be selected or retained by UNT. Students must have a reasonable opportunity to discuss the performance of a food service provider and the students' recommendations for qualifications of food service providers.

Any contract between UNT and a food service provider must require the food service provider to periodically hold meetings or forums to provide the students at UNT with a reasonable opportunity to discuss the performance of the food service provider.

##### ***B. Compliance with Texas Food Establishment Rules***

All food establishments, temporary food events, and mobile food units shall be operated in compliance with the Texas Food Establishment Rules (TFER).

##### ***C. Inspection***

All food establishments, temporary food events, and mobile food units shall be subject to inspection by the Risk Management Services (RMS) Registered Sanitarian. The University of North Texas has authority and responsibility for inspecting, monitoring, and implementing food management controls where the food establishments, temporary food events, and mobile food units are wholly within university property. Pursuant to the TFER, all food safety inspections shall be performed by a person licensed in Texas as a registered sanitarian. The registered sanitarian will:

1. conduct sanitation inspections of food establishments, temporary food events, and mobile food units;
2. ensure that all food service managers are certified food protection managers according to the TFER regulations;
3. investigate suspected food-borne illnesses;
4. review plans and specifications for new and remodeled food establishments, mobile food units, and equipment;
5. conduct training for UNT food service managers and food service handlers as requested by food service managers;
6. notify food units of new regulations, food recalls, and other pertinent information;
7. issue food establishment permits as required by the TFER; and
8. notify Denton County Health Department of employees with reportable diseases as outlined in the TFER.

#### ***D. Standard Operating Procedure Enforcement***

UNT Food Service Managers shall enforce all standard operating procedures (SOPs) related to dining operations under the control of UNT. In addition, Food Service Managers will:

1. comply with TFER regulations and science based industry best-practice recommendations made by the RMS Registered Sanitarian;
2. train all food service handlers on regulations and safety procedures;
3. coordinate with management and staff to correct all violations and/or schedule training as necessary within the specified time frame as noted on the inspection report; and
4. inform the UNT Registered Sanitarian of employees with reportable diseases as outlined in the TFER.

#### ***E. Standard Operating Procedure Adherence***

Food Service Handlers will follow all standard operating procedures related to dining operations under the control of UNT. In addition, Food Service Handlers will:

1. conduct all work in accordance with the TFER and follow UNT policies and procedures pertaining to safe food handling and sanitation; and
2. report to Food Service Managers reportable diseases as outlined in the TFER.

When a food establishment, temporary food event, or mobile food unit is found to be out of compliance with the TFER or applicable SOP's, or unsanitary conditions exist which constitute an immediate and substantial danger to public health, the food establishment, event, or unit may be closed until the immediate danger to public health has been eliminated and RMS approves reopening.

#### **V. Resources/Forms/Tools**

RMS-200 Affidavit of Commissary for Mobile Food Unit  
RMS-226 Concession Food Safety Checklist  
RMS-228 Mobile Vendor's Monthly Audit of Commissary Visits  
RMS-239 Food Service Facility Inspection Report  
RMS-241 Temporary Foodservice Guidelines  
RMS-242 Temporary Event Food Form  
RMS-243 Food Safety Compliance Permit

#### **VI. References and Cross-References**

25 Texas Administrative Code Chapter 228, [Texas Food Establishment Rules](#)  
[Texas Education Code § 51.945](#)

**VII. Revision History**

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