Guidelines for Operating 
Student Club Coffee Carts

Food Handling

- Coffee Cart must be manned while in operation
- Hands must be washed with soap and water before handling food
- Hands must be washed after handling money, before handling food.
- Food must NOT be touched if food handler is ill
- Self serving of food is prohibited
- Single use paper towels or napkins must be provided
- All hot food must be kept above 135°F
- All cold food must be kept below 41°F
- Locations must abide by the food groups listed below for their authorized classification
- Level 2 Foods require on-site cold storage, and running water to wash hands.

Money Handling

- Members must complete cash handling training prior to any transaction.
- All transactions should be completed in dual custody.
- Cash must be stored in a locking box out of public view.
- Inventory and merchandise must be locked in a secure location when not in operation.
- Club must deposit all revenue from the operation of the coffee cart weekly.
- Weekly deposits should have dual verification.
- Clubs are not to use sales revenue to make inventory purchases. (Cash advances are available at the Club Financial Services Office)
- A copy of the Permit to Operate and a Seller’s Permit must be conspicuously posted.

<table>
<thead>
<tr>
<th>Level 1 Food Group</th>
<th>Level 2 Food Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hot Coffee &amp; Tea</td>
<td>Includes Level 1 Foods</td>
</tr>
<tr>
<td>Bottled/Canned Drinks</td>
<td>Meat/Dairy Products</td>
</tr>
<tr>
<td>Commercially prepared bakery foods such as: Donuts, Muffins, Bagels, Croissants, Cookies</td>
<td>Hot/Cold Storage Foods</td>
</tr>
<tr>
<td>Pre-packaged, single serving snacks such as: Candy, Fruit Snacks, Chips, Granola/Protein Bars</td>
<td>Fresh Produce</td>
</tr>
<tr>
<td></td>
<td>Any Prepared Foods (Heated, sliced, mixed)</td>
</tr>
</tbody>
</table>

Prohibited Items

- Cream or custard filled pies, cakes, or donuts
- Food prepared at home

Contact Information for Questions

Regarding Food Handling: 
Clubs & Activities Office 707-826-3776
Environmental Health 707-826-5711

Regarding Money Handling: 
Club Financial Services Office 707-826-5278

Updated July 2019