



Waipapa
Taumata Rau
**University
of Auckland**

Safety and Service Guidelines for:

- **Bake Sale**
- **Potluck**
- **Pizza**
- **BBQ**
- **Market**

Table of Contents

Required Reading

General Food & Safety Practices 2

Cleaning, Cross Contamination & Equipment Handling 4

Transportation, Pest & Stock Control 6

Temperature Control & Waste Disposal 7

Event Specific

Bake Sale & Potluck 9

Pizza 11

Barbeques & Bottled LPG 13

Market 17



General Food & Safety Practices

Purpose:

To ensure safe food hygiene standards are met to prevent injury, food-borne illness or potential hazards.

Application:

These guidelines apply to all faculties, service divisions, clubs, student-related associations, and contractors.

They must be followed at any University of Auckland campus, University-controlled entity, or during any University-sanctioned activity.

1. Good Safety Practices

Personal Hygiene:

- Hair must be tied back and covered (e.g., hat, cap).
- Avoid touching hair, nose, or mouth during food preparation.
- Do not spit, sneeze, or cough over food.
- Do not serve food if you are unwell.
- Cover cuts and sores with a waterproof, brightly coloured dressing.
- Use tongs whenever possible when handling food.

Hand Washing:

Wash hands thoroughly using antibacterial liquid soap, a nail brush, and warm water. Dry with disposable paper towels:

- Upon entering the food area.
- After using the toilet.
- Before handling food.
- When hands are dirty or soiled.
- After handling raw food.
- After breaks, eating, or drinking.

- After using a handkerchief, coughing, or touching hair, nose, mouth, or face.
- Ensure hand washing facilities are accessible to all food handlers.

Clothing:

- Wear closed-toe shoes.
- When possible, wear an apron when handling hot food.

Gloves:

Wearing gloves is an important part of maintaining good hygiene. Gloves help prevent the transfer of bacteria or other contaminants from hands to food, especially when preparing or serving ready-to-eat items.

- Always wash hands before putting them on.
- Change them regularly (for example, after handling money or raw food).
- Never reuse disposable gloves.

2. Keeping the Food Preparation and Serving Area Clean

- Maintain a clean kitchen environment.
- Use clean equipment and enforce personal hygiene policies.
- Regularly clean surfaces, chopping boards, crockery, utensils, switches, door handles, taps, and other contact areas.
- Prevent harmful bacteria buildup to reduce the risk of food poisoning.

Cleaning, Cross Contamination & Equipment Handling

1. Cleaning Practices

- Ensure a constant, easily accessible supply of:
 - Cleaning cloths
 - Cleaning chemicals
 - Hot water
- Store cleaning equipment, detergents, and fluids in a separate compartment away from food.
- Clean all bench and food contact surfaces:
 - First with detergent or degreaser to remove dirt
 - Then, with a food-grade sanitiser to kill bacteria
- Always read and follow the labels on cleaning chemicals.
- Ensure all utensils are cleaned prior to service at a rinse cycle temperature above **83°C**.

2. Cross Contamination Prevention

- Raw meat, shell eggs, and unwashed vegetables may contain harmful bacteria.
- Cooking raw foods kills bacteria and makes them safe.
- Bacteria from salad foods can spread to cooked or ready-to-eat foods via contact with people, animals, or objects.
- Safe handling practices reduce the risk of transferring harmful bacteria.

Types of Contamination:

- **Direct contamination:** Contact between raw and cooked or ready-to-eat food during transport, storage, or preparation.
- **Indirect contamination:** Via equipment, splashing, chef's cloths, or food handlers.

Storage Practices:

- Use separate refrigerators for raw and cooked/ready-to-eat foods where possible.
 - If not possible, store raw food at the bottom of a shared refrigerator, below cooked or ready-to-eat foods.
- Store raw meat separately from raw vegetables.
- Store defrosting raw food on the bottom shelf in a tray or bowl to catch any drips.
- Keep foods being cooled separate from raw foods.
- Store food containers off the floor to prevent contamination from dirt.
- Use designated equipment for raw and cooked/ready-to-eat foods.
 - If not possible, thoroughly clean and sanitise equipment between uses.

3. Food Handling Equipment Separation

- Use designated utensils for raw food and separate utensils for cooked or ready-to-eat foods.
- Minimise handling of ready-to-eat food using:
 - Dedicated tongs
 - Serving spoons
- Clean high-risk areas before low-risk areas, especially when using the same equipment.
- Use separate cloths for cleaning raw and cooked/ready-to-eat areas.
 - Cleaning cloths can transport bacteria if not properly managed.

Transportation, Pest Control & Stock Control

1. Transportation

- When purchasing meat, if your return trip will take more than 30 minutes:
 - Pack chilled and frozen items in a chilly bin.
- Transport and store all perishable foods (e.g. sausages, cheese, butter) at a temperature of **4°C or below**.
- To maintain safe temperatures:
 - Place ice or chiller blocks in cold storage containers or chilly bins.
 - Keep the lid closed to retain cold temperatures.
 - Ensure sufficient ice is available throughout the day.
 - Chilly bins also help prevent contamination from insects, dirt, and other sources.

2. Pest Control

- Pests can contaminate food with harmful bacteria and damage stock and premises.
- Store food **off the floor** and **slightly away from walls** to facilitate pest inspections.

3. Stock Control

- Stock control ensures food is not kept beyond its shelf life.
- High-risk foods can support bacterial growth even under favourable conditions if stored too long.
- Stored foods may become contaminated by:
 - Food handlers
 - Pests
 - The catering environment
- Long shelf-life foods (e.g. dried, canned, frozen) may deteriorate if kept too long.

Temperature Control & Waste Disposal

1. Temperature Control

General Principles:

- Harmful bacteria multiply rapidly between **5°C and 60°C** (the "danger zone").
- To prevent bacterial growth, food must be kept **frozen, chilled, or hot**.

Refrigeration:

- Store perishable food in the refrigerator immediately after delivery.
- Refrigerate leftover food as soon as possible.
- Store raw meat (including poultry) in a separate refrigerator.
 - If not possible, store at the bottom of the refrigerator to prevent dripping onto other food.
- Always cover stacked food.
- Do not use tea towels to cover food.
- Ensure good stock rotation.
- Avoid overloading the refrigerator to allow air circulation.
- Maintain refrigerator temperature at or below **4°C**.
- Maintain freezer temperature below **-18°C**.
- Defrost food in the refrigerator.
- Keep the refrigerator clean and defrost regularly.
- Record temperatures when taken.

Cooking, Cooling, Reheating, and Hot Holding:

- Cook food to a minimum core temperature of **75°C**.
- Rapidly cool cooked food and refrigerate within **one hour**:
 - Use shallow containers (approx. 1 inch thick).
 - Stir food to aid cooling.
 - Alternatively, place containers in a clean sink with cold water and ice.

- Keep hot-held food in pre-heated equipment above **60°C**.
 - If the temperature drops below 60°C, reheat within two hours or dispose of the food.
- Reheat food to a minimum of **75°C** core temperature.
 - Do **not** reheat food more than once.
- Conduct temperature checks using thermometers and food probes.
 - Clean probes thoroughly with antibacterial wipes after each use.
- Record temperatures when taken.

2. Waste Disposal

General Principles:

- Improper waste storage and disposal can lead to physical contamination and attract pests.
- Damaged, expired, or rotting food may carry harmful bacteria and pose microbiological risks.

Food Waste:

- Place food waste in containers with **securely fitted lids**.
- Remove waste **frequently** from food handling areas.
- Use containers made of **durable, easy-to-clean materials**.

Packaging Waste:

- Keep cardboard, paper, and other packaging waste **separate from food**.
- Packaging waste does **not** need sealed containers, but must be:
 - Stored in a way that prevents contamination.
 - Kept away from areas that could support pest activity.

Bake Sale & Potluck

Purpose

To ensure safe food hygiene standards are met to prevent injury, food-borne illness or potential hazards.

Application

All faculties, service divisions, clubs, student-related associations and contractors who are at a University of Auckland campus, a University of Auckland-controlled entity or whilst undertaking any University-sanctioned activity shall follow this guideline.

Please read General Food and Safety Practice guidelines pages 2-8.

Domestic kitchen supplied

All food for a bake sale, potluck or food stall is assumed to be prepared in a domestic kitchen by staff or students only. No food is to be supplied from a commercial kitchen or by a non-staff member or student.

Food Production Allergen Disclaimer

All bake sale, potluck and food stalls must comply with the University food safety requirements and display the **"Food Production Allergen Disclaimer"** during the event.

Guidelines

Approved locations:

- All areas that are **not** adjacent to or across the road from an **on campus food** retailer during opening hours.

Stall Construction and Design

- Stall operators must ensure that all stalls are designed and constructed to maintain food safety and hygiene standards.
- Stalls must be set up to prevent contamination from airborne particles, dust, dirt, or other environmental sources.
- The materials used in stall construction must be:

- In good condition and free from contaminants such as splinters, rust, or sharp edges.
- Impervious (waterproof), easy to clean, and capable of being sanitised throughout the period of operation.

Health and Safety Responsibilities

- Stall operators are responsible for the health and safety of all individuals engaging with the stall, including customers, staff, and volunteers.
- Potential hazards must be identified and appropriate control measures implemented to ensure a safe environment.

Operation and Interaction with Other Vendors

- Operators must ensure that their activities do not obstruct or hinder neighbouring vendors from engaging with customers.
- Consideration should be given to the proximity of adjoining stalls to support a safe and cooperative operating environment.

Food Preparation and Protection

- Where food is prepared or sold unwrapped, stalls must provide a higher level of protection to prevent contamination (e.g. roof cover, enclosed sides).
- The stall structure must support safe handling and storage of food throughout the event.

Pizza

Purpose

To ensure safe food hygiene standards are met to prevent injury, food-borne illness or potential hazards.

Application

All faculties, service divisions, clubs, student-related associations and contractors who are at a University of Auckland campus, a University of Auckland-controlled entity or whilst undertaking any University-sanctioned activity shall follow this guideline.

Please read General Food and Safety Practice guidelines pages 2-8.

Guidelines

Event Suitability

- Pizza may be an appropriate option for informal or social gatherings, or for smaller events where a wide variety of food is not required.
- Event organisers should assess whether pizza is suitable based on the nature, size, and purpose of the event.

Quantity Restrictions

- To support the University's sustainability goals, no more than **50 pizzas per event** may be ordered.

Approved Suppliers

Cooked pizza may only be sourced from the following:

- An Approved Caterer.
- A Preferred Caterer.
- Needo Pasta & Pizza – City Campus, Kate Edger Information Commons (pick-up only).
- A recognised pizza chain operating under a Grade A food safety rating.

Events Involving Alcohol & Pizza

- Where alcohol is served, organisers must carefully consider the suitability of pizza as a food option.

- Regulatory requirements may apply regarding the range and type of food offered at such events.

Formal Events and Alternative Options

- For formal or large-scale events where pizza is not considered appropriate, organisers should seek guidance from one of the University's Approved or Preferred Caterers.
- Caterers can advise on suitable alternative menu options that meet both event requirements and University standards.

Barbeques & Bottled LPG

Purpose

To ensure safe food hygiene standards are met to prevent injury, food-borne illness or potential hazards.

Application

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Food Production Allergen Disclaimer

All barbeques must comply with the University food safety requirements and display the **"Food Production Allergen Disclaimer"** during the event.

Type Of BBQ

- Only **gas-fuelled (bottled LPG)** barbecues are permitted for use on University premises.
- The use of **charcoal-fuelled** or **solid-fuel** barbecues is **strictly prohibited** on University grounds.

Food

- Barbecues must only be used to **reheat pre-cooked sausages, burgers, and similar items** that are commercially prepared and available from supermarkets.
- The **cooking of raw meats** is **not permitted**.
- **Exception:** Raw meats may be used **only when a panel caterer** has been engaged to provide BBQ-style food and requires the barbecue for service delivery.
 - The caterer must thoroughly **clean and sanitise** the barbecue after use.
 - Event organisers are responsible for ensuring all equipment is **left in a clean and safe condition**.
- Food being prepared or displayed must be **protected from contamination** (e.g. insects, dirt, and contact from people) using **covers, screens, or sneeze guards**.

Barbeque locations:

Approved Barbeque location:

- Courtyard in front of the Library, off Alfred Street.

Barbeque must not be located:

- Adjacent to or across the road from food retailers.
- Inside any building.
- Adjacent to major building entrances or fire exits.
- Near smoke detectors that may be activated (check with Property Services).
- Near Dangerous Goods Storage Areas.
- In any location where smoke may cause nuisance to building occupants.
- On unsealed ground unless an **impervious floor covering** is provided.

Operating Hours

- Free food must not be distributed between **11:00am** and **2:00pm** to avoid impacting University food retailers.

Barbeque Set Up & Operation

- Barbecues must be **cleaned before and after use** to prevent the build-up of fats and oils.
- **Flammable materials** must not be stored near the barbecue.
- A **designated person** must supervise the cooking at all times.
- The **gas bottle, hoses, and fittings** must be correctly connected and **free from defects**.
 - Visually inspect components before each use.
 - Conduct the **soap bubble test** after assembling the barbecue or changing the gas cylinder.
- **Do not use** damaged or corroded appliances, cylinders, fittings, or hoses.
- Ensure that a **fire blanket** and a suitable **fire extinguisher (wet chemical type)** are located within **five metres** of the barbecue, and that at least one person present is trained in their use.

General Precautions for Bottled LPG

- Never attempt to repair a leaking appliance or cylinder — take it to an **authorised service agent**.
- Do not drop, drag, roll, or violently strike cylinders.
- Do not tamper with safety devices or valves.
- Cylinders must not be exposed to temperatures above **50°C**.
- Never apply grease to threads or fittings.

- Valves must be **opened by hand only**. If the valve fails to open, return the cylinder as faulty.
- Cylinders must not form part of an electrical circuit.
- Cylinders must **never be left unattended** in a public place.
- Always turn off the cylinder when not in use.
- Store cylinders in a **secure, well-ventilated area** protected from weather and ignition sources.

Preparation for Use



- Ensure the cylinder is free from oil, grease, or other combustibles.
- Confirm that the **valve is closed** before setup.
- Remove the valve cover and confirm that the **valve and regulator are compatible**.
- Follow the **manufacturer's operating instructions** at all times.

Cylinder hook-up



- Check that the regulator or manifold connection is clean.
- Confirm that the correct regulator type is used — flammable gas cylinders have specific threads to prevent incorrect attachment.
- Attach the regulator using only moderate hand force and ensure it is closed.
- Slowly open the cylinder valve fully, then close it by ¼ turn to allow easy identification of open or closed status.

After Use

- Always **close cylinder valves** after use using only moderate force.
- Refit the valve cover securely.

- Never leave an **empty cylinder** connected to an appliance.

Leak Detection

- Leaks must be detected using a **soapy water solution** brushed over the valve and fittings.
- The presence of bubbles indicates a leak. Close the valve immediately and check if bubbling continues.
- If a leak is confirmed, tighten the connection between the regulator, hose, and valve.
- **Do not use sealing or jointing compounds** to stop leaks.
- **Never use an open flame** (e.g. a match) for leak detection.

The Soap Bubble Test

After changing gas cylinders, conduct a soap bubble test to confirm there are no leaks:

- Turn the gas cylinder on.
- Apply a small amount of soapy solution (¼ cup water mixed with a small amount of liquid soap) over the valve.
- If bubbles form, a gas leak is present. Turn off the valve and replace the cylinder O-ring.
- Cylinders must always be installed upright.

A demonstration video is available: [Testing Your Gas Grill for a Leak](#) (YouTube).



Market

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Market Definition

A market is an event held on campus that brings together food vendors, producers, crafters, and artisans to showcase and sell their products directly to students and staff. The market enhances campus life by providing diversity and fostering community engagement.

Food suppliers

The University's approved list of Food trucks is available from foodtrucks@auckland.ac.nz. Please request the latest version to select the food trucks from for your event and also supply the following information:

- Name of event.
- Date and time of event.
- Location of event.

When you have finalised your selection of food trucks or other food suppliers, the food truck coordinator will make the booking on your behalf and then make an introduction.

Exemption: If a food truck or other food supplier is not on the approved list, a **one-time exemption** may be granted if:

- They hold a current Eat Safe Certificate.
- Cultural or religious catering requirements cannot be met by an approved or preferred food truck or food supplier.
- Specialist or themed events require unique or customised catering.
- Referred suppliers are unavailable due to event location, timing, or capacity constraints.

Minimum Spend: Be aware that each truck sets their own minimum spend. This may be negotiable depending on the food truck. If the food truck does not reach the minimum spend during your event, it is your responsibility to pay the short fall.

Commission: No commission is charged to the food truck for attending your event.

The number of food trucks at events is dependent on the time and location:

Location	Day	Time	Food Trucks
• Taumata Quad • Student Quad (all locations in area) • Grafton Campus • Newmarket Campus	Monday to Friday	8:00am – 6:30pm	Maximum 3 Food Trucks 1 x savoury 1 x sweet 1 x drink
		6:30pm to late	No restriction on number of Food Trucks.
	Saturday & Sunday	5:00am to late	No restriction on number of Food Trucks.
• Wynyard Street • John Hood Piazza (OGGB) • Old Government House	Monday to Friday	5:00am to late	No restriction on number of Food Trucks.
	Saturday & Sunday	5:00am to late	No restriction on number of Food Trucks.

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