



County of Santa Clara

Policy Name: Food and Beverage Sales

Page 1 of 3

Policy Type: Administrative

Category: Administrative Practices

Policy Name: Food and Beverage Sales

Policy Owner: Facilities

Policy Purpose

The purpose of this policy is to ensure that County departments follow food service laws, ordinances and policies, as well as to provide guidance on allowable and prohibited food items and food service activities.

Policy Summary

It is County policy to provide for the ongoing sale of food and beverages in authorized vending machines and in County facilities that include a cafeteria. All such food and vending services are provided through contracts administered by the Procurement Department and Facilities and Fleet.

Catering Events

Although departments may choose vendors for catering events using the appropriate County contracting process, departments are encouraged to consider the food service vendors already operating under contract in the County facility where the catering event is to take place. Since current vendors are already familiar with County policies and nutritional standards, they may be better able to provide the requested food services in compliance with County policies than an outside vendor.

Nutrition Standards

All food and beverage services must comply with the County's Nutrition Standards policies and ordinances.



County of Santa Clara

Policy Name: Food and Beverage Sales

Page 2 of 3

Prohibited Activities

The following activities are prohibited in County facilities and on County property, including in County parking lots:

- Sales of food and/or beverages as part of an ongoing fundraiser
- Sales of food and/or beverages prepared or transported in a facility that does not have a permit issued by the County Department of Environmental Health, Consumer Protection Division
- Sales of food and/or beverages prepared or transported in an *unlicensed* mobile food preparation facility (e.g., a food truck)

These activities are only prohibited on County-owned or County-leased property. Some of these activities may occur on City-owned property or on other property not owned or leased by the County. For example, unlicensed food trucks may not park in County parking lots, but they may park in parking spaces along City streets in front of County buildings, since parking spaces along City streets are City-owned property. However, a food truck licensed by the County may be permitted to park on County-owned or County-leased property.

Exemptions

Nothing in this policy shall apply to any of the following:

- Any County-owned food service, such as the food services operated by the Department of Correction or the Health and Hospital System
- Any concessionaries authorized by the Parks and Recreation Department
- Occasional food and beverage services for County employees, such as potluck meals, one-time fundraisers, employee appreciation meals, or events where funds are not raised

Procedures

None.

Definitions



County of Santa Clara

Policy Name: Food and Beverage Sales

Page 3 of 3

- 1) **"County Nutrition Standards"** means the comprehensive set of County nutrition standards imposed by County ordinances and Board policies. These required nutrition standards apply to beverages and food served at County-sponsored meetings and events in which County funds are used, and are recommended standards for meetings or events that are held at County facilities but in which food and beverages are provided and/or donated by others and no County funds are used.
- 2) **"Food Service"** means any business operation offering food and/or beverages to County employees and/or members of the public.

Frequently Asked Questions

None.

Related Policies

- Food Services Advisory Committee - <https://connect.sccgov.org/sites/policies/policypages/Pages/Food-Services-Advisory-Committee.aspx>
- Vending Machine Operations - <https://connect.sccgov.org/sites/policies/policypages/Pages/Vending-Machine-Operations.aspx>

Related Forms

- County Nutrition Standards - <https://connect.sccgov.org/sites/policies/FormsrelatedtoPolicies/Nutrition%20Standards.pdf>

History

Date	Changes Made
01/17/14	Policy Uploaded. (Kyle Larson)