

Omni Dining Service
A step above..... A step ahead

Omni Dining Service @ HACC Harrisburg

Cooper Student Center
One HACC Drive Room 112 A
Harrisburg, PA 17110

Phone: 717-236-7306
Fax: 717-236-7305
OminiDining@hacc.edu

Please fill out the following form for you event.....

Name of Club/Organization _____

Event Coordinator _____ Phone _____

Date of Event _____ Start Time _____ Finish Time _____

Event Location _____ Type of food being served _____

[Bar-b-q/Grilled/Picnic, Soups, Salads, Sandwiches, Ethnic (i.e. Spanish, Asian, Soul Food), baked goods, drinks, etc....]

Indicate number of items for equipment needed from Omni:

Warmer (only 1): Yes No (circle one)	Serving Ladle _____
	Serving Knife _____
	Serving Tray (flat) _____
Use of walk-in fridge/freezer: Yes No (circle one)	*Serving Baking Pan _____
	+Chafing Dishes (full set) _____
	Chafing Serving Pans _____
Ice Cooler with ice _____	Punch Bowl and Ladle _____
Serving Spoon _____	Serving Bowl _____
Serving Spatula _____	

***For serving pan indicate the size needed for example: 2 - Full ½ pans", 3 - Half ½ pans", 2 - Quarter 1" pans.**
+Chafing Dishes Full Set includes: Base, Water Bath, and Lid.

Signature of Omni Dining Service

Date

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Food Safety Guidelines

- Use foods for preparation that are fresh, wholesome and washed to prevent cross contamination.
- Transport foods in food grade approved, sanitary containers that are covered with a covering that is fastened to the food container.
- Never thaw meats outside of the refrigerator. Thaw meats in the refrigerator three days before preparation day.
- All HOT foods will maintained at a temperature above 140 F.
- All COLD food will be maintained at a temperature below 40 F.
- Food will be handled using gloves and utensils.
- Food being held on a buffet line for more then 2 hours will be discarded.
- Food Servers will wear protective hair coverings (hat or hairnet).
- Keep all foods covered when not serving on the buffet line.
- All foods will be prepared using the above guidelines.

As coordinator of a special event involving the serving of food, I agree to practice the above guidelines for the service of food. I understand that Omni Dining Service will provide reasonable use of hot food serving equipment (if available), ice, serving utensils, food handler's gloves and hairnets for the special student event, in which our club/organization is hosting. Use of equipment is not always guaranteed and there can be applicable charges for some items provided.

Signature of Event Coordinator

Date