



**Policy Number:** 600.12  
**Policy Title:** Food Storage, Preparation, and Service  
**Subject:** Section 600 – Physical Plant  
**Date Adopted:** June 25, 2014  
**Date(s) Revised:** January 12, 2021, March 30, 2026

**Approved by:**

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**POLICY STATEMENT:**

Helena College prohibits campus-sponsored food storage, preparation, and service in areas other than approved food service areas, which are regularly inspected by the Health Department, unless specifically approved by Helena College leadership. This excludes personal items, including food brought in for potlucks.

The only approved food service area is the Donaldson Campus Store, which is operated by Follett and is unavailable to employees.

All Helena College policies shall adhere to and be consistent with relevant federal and state laws, rules, and regulations, and with the Board of Regents' policies and procedures.

## PROCEDURES:

Helena College is striving to provide a healthy and productive learning environment for our students. Policies and practices are regularly evaluated and updated as necessary to ensure that the school is continuously evolving to best meet the needs of our student population.

Food Storage, Preparation, and Service in areas other than approved Food Service areas which are regularly inspected by the Health Department can create problems such as health hazards from unsanitary conditions and inadequate ventilation, spoilage and waste accumulation, the onset of pests such as ants and/or rodents, and possible fire hazards from the improper use of cooking appliances.

This policy shall apply to food storage, preparation, and service in Helena College facilities, offices, classrooms, shops, labs, and all areas **other than** the designated food service dining and vending areas.

## REGULATIONS

- All food shall be stored above the floor on clean surfaces in rodent and insect-proof covered metal, glass, or hard plastic containers and shall be kept at the proper temperature. Perishable foods shall be refrigerated, and room temperature foods should be kept dry and free from mold or spoilage.
- Food shall be stored in a manner that permits cleaning of the storage area and in locations that do not result in a risk of contamination from other food or the conduct of normal operations.
- Food shall not be stored, prepared, or served in labs, shops, toilet rooms, or hazardous areas.
- Food shall not be stored in refrigerators used for storing chemicals, biological materials, animal specimens, radioactive materials, or other hazardous materials.
- Appliances with open flames or exposed heating elements, such as grills and hot plates, used for food preparation, and any open-coil appliance or appliance exceeding one thousand watts or 5000 BTU shall not be allowed for use in Helena College facilities that are not pre-approved by the appropriate director for such usage.

## PREPARATION

All persons, while preparing or serving food for others, shall wear clean outer garments and conform to proper hygienic practices outlined by the [Montana "ServSafe" Certification Program](#).

All food will be cooked following the [U.S. Public Health Service National Food Safety Standards](#) for proper handling, sanitation, and food temperatures.

All food will be removed and properly stored or discarded within two hours of preparation.

No person with boils, infected wounds, diarrhea, respiratory infections, cough, nasal discharge, or communicable or infectious disease will be allowed to prepare or distribute food for others' consumption.

## INSPECTION

The Helena College facilities representatives shall regularly inspect departmental areas, kitchens, and lounges for compliance with safety and health regulations and shall remove or cause to be removed any electrical equipment or appliance not in conformance with these regulations. [See Policy 600.13 Appliances](#).



Helena College facilities staff shall periodically inspect all facilities for the purpose of ensuring compliance with the Food Storage and Preparation Policy, as well as safety regulations. They shall remove or cause to be removed from any food, electrical equipment, or cooking appliances not in compliance with this Policy.