Campus Food and Refreshment Services

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SUBJECT

Campus Food and Refreshment Services

PREAMBLE

The University has established Hospitality Services, a food and refreshment service on campus primarily to provide meals to students, faculty, staff, and visitors and to cater for the many events which take place within University buildings, halls and on University grounds. Hospitality Services are considered as an ancillary operation funded from revenue generated from sales of food and refreshments sold through the various cafeterias, dining rooms, clubs, snack bars, vending machines and banquet facilities of the University.

Hospitality Services are operated by the University for the benefit of, and at the lowest possible cost for high quality meal services to students, faculty, staff and visitors, while maintaining a viable operation.

To broaden the revenue base, in order to meet the objective of the lowest possible cost for meals to students, it is imperative that the Hospitality Services retain a select position on campus.

This policy sets forth the guidelines within which the food and refreshment services are provided to the University community.

SCOPE

Food and refreshment services required on the University campus.

POLICY

1. Responsibility for Food and Refreshment Service to the University Community

1. The University has established a food service operation managed by the Executive Director of Hospitality Services, who is responsible to the Vice President, Finance, Administration and Risk
2. The Executive Director of Hospitality Services has the responsibility to organize and manage all University food and refreshment outlets on campus with the exception of the Brass Taps, Bullring and Graduate Lounge.
3. The Executive Director may arrange to cater, sell, or otherwise provide food and refreshments as necessary to satisfy the requirements of the University community on campus.
4. The Executive Director has the responsibility to recover all costs and expenses incurred by the Hospitality Services Department by setting prices of menu items accordingly.
5. The Executive Director is responsible for compliance with the Health Standards and those Legislative Acts and Regulations governing the operations and facilities for Hospitality Services.

2. Off-Campus Caterers - Approval Required

1. The University reserves the right to govern the licensing of alcoholic beverage outlets, the sale of food and refreshments, the preparation of food, the provision of facilities, the purchase of food and refreshments, and the distribution of food and refreshments on the University campus, in buildings and on grounds.
2. Agreements and / or contracts to serve food and / or refreshments or to operate a vending service may be granted to outside caterers in cases where the Executive Director of Hospitality Services deems it economical or expedient to place the requirement with an outside source. Such agreements and / or contracts are to be in writing and are subject to Administrative Policy GE 1.0, Delegation of Authority to Sign Contracts on Behalf of the University.
3. Visiting or on-campus groups or individuals sponsoring an event on University property are obliged to obtain their food and refreshment requirements from University Hospitality Services.
   The provision of self-prepared food and / or refreshments, by private or self-catered organizations sponsoring an event, may only be permitted in special cases and when deemed expedient by the Executive Director of Hospitality Services. Such authorization must be obtained prior to the event taking place.

3. Hospitality Services' Facilities and Equipment

1. Hospitality Services' facilities and associated equipment are primarily provided by the University for the preparation and distribution of food and refreshments to students, faculty and staff.
2. Due to health & safety considerations, only Hospitality Services qualified employees are allowed to use Hospitality Services kitchen facilities and cooking equipment.

4. Supply of Raw or Unprocessed Food Products

1. Under certain limited conditions the Executive Director of Hospitality Services may approve the sale of raw or unprocessed foods on a cost basis in support of events discerned to be of a campus-wide interest (eg. Student orientation events).
   Student meal contracts may not be used for purchases of raw or unprocessed food products.

5. Supplier Contribution - By Donation of Product

1. For groups who have obtained a donated product from a food supplier, or in the event that the product donated replaces an item on the negotiated menu between the Special Events Office and the sponsoring group, an appropriate price adjustment may be made. Such adjustments must be negotiated and approved by the Executive Director of Hospitality Services prior to the event taking place.

6. Equipment Rentals

1. Arrangements may be negotiated with the Hospitality Services Department to rent a limited amount of equipment (eg. dishware), when available, providing the equipment is required in support of an event held on campus property or grounds.

7. Alcohol Beverages

1. All outlets for alcoholic beverages on campus must be licensed under the provisions of The Liquor License Act applicable to the University campus.

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