

Policy Name:	Food Services Policy
Originating/Responsible Department:	Dining Services
Approval Authority:	Senior Management Committee
Date of Original Policy:	June 9, 1998
Last Updated:	April 2023
Mandatory Revision Date:	April 2028
Contact:	Assistant Director, Operations and Dining Services

POLICY

The University and its authorized Food Services Contractor(s) shall undertake the provision of food services at the University. Any other continuing arrangement for the provision of food services at the University must be authorized by the Assistant Director, Operations and Dining Services (Students and Enrolment). Food Services also includes the provision of beverages on campus. The provision of food services and beverages on campus must comply with all applicable health and safety, licensing, permit, legal and regulatory requirements.

PURPOSE

To ensure the appropriate provision of food services at the University, and to guarantee that any continuing arrangement for the provision of food services at the University is authorized by the appropriate authority and complies with all related requirements.

SCOPE

This policy applies to Food Services at the University, including the supply of on-site catering, and to all members of the Carleton University community, including the University's employees, volunteers, students and visitors.

PROCEDURE

Any event including functions for University employees that include the supply of on-site catering services up to \$1000 (excluding taxes) must be acquired through an approved caterer participating in the Catering Vendor of Record program. Any supply of catering services that exceed \$1000 (excluding taxes) must be catered by the Primary Food Services Contractor

The Assistant Director, Operations and Dining Services (Students and Enrolment) may grant exemptions to the policy on a per event basis if the following conditions are met:

1. The Contractor(s) cannot provide the service requested or declines to do so,
2. The organization or person making the request obtains and maintains during the time the exemption is granted:
 - a. all permits, approvals and licenses necessary to operate the food services to be provided and complies with all health and safety requirements;
 - b. liability insurance in the amount of \$5,000,000 for the service and provision of food, with the University as one of the named additional insureds. A certificate of insurance must be provided to the Office of Risk Management;
3. An appropriate agreement with the University that requires the food service provider to indemnify the University from any liability flowing from the service and provision of food and that provider is responsible for complying with all applicable health and safety, licensing and permit requirements. The Office of Risk Management and General Counsel Office can be contacted for assistance with contracts.
4. Where an exemption is granted, all public health and safety regulations and University policies must be adhered to. All food handlers must be trained to handle and service food as per all applicable health and safety, permit and licensing requirements.

Any request to waive all or any of these conditions or to review or appeal the decision of the Assistant Director, Operations and Dining Services (Students and Enrolment) shall be made to the Vice-President (Students and Enrolment), who shall have the final authority to decide whether any or all conditions be waived, or an appeal be granted.

CONTACTS:

Assistant Director, Operations and Dining Services (Students and Enrolment)
Vice-President (Students and Enrolment)

RELATED POLICIES:

- Alcohol and Cannabis Use Policy
- Environmental Health and Safety Policy
- Hospitality and Working Meal Expenses Policy
- Legal Advice and Charges
- Procurement Policy