

Policy 505

1 Introduction

1.1 Appalachian State University operates the Food Services on campus offering the University community complete meal service, as well as catering and vending. The APPCARD Office is an administrative function which reports to the Director of Food Services.

1.2 Food Services is a part of Auxiliary Services and reports to the Vice Chancellor for Business Affairs.

1.3 The Food Services Department employs approximately 700 people. Of these employees, approximately 500 are temporary positions filled by Appalachian State University students.

2 Scope

3 Definitions

3.1 Dial-A-Menu (262-MENU)

A number is provided to inform customers of the daily choices available in Food Services, 262-6368.

3.2 Chancellor's Dining Room

The Chancellor's Dining Room (located in the Cafeteria) is available to the members of the Administrative Cabinet for special functions requiring food services. The primary function is to accommodate served meals for a minimum of twenty (20) persons to a maximum of fifty-four (54). The pricing for such services is negotiated between the user and the Director of Food Services and is based on menu selection and other services required.

4 Policy and Procedure Statements

4.1 Preparation and Serving Food

4.1.1 The preparation and serving of food and beverages on campus is reserved exclusively to the University Food Services Department.

4.1.2 The policy does not apply to authorized, recognized, scheduled events. However, University Food Services is available to respond to requirements for catering events upon request. The Food Services function is under the management of the Director of Food Services, who in turn reports to the Vice Chancellor of Business Affairs.

4.1.3 The Director's office is located on the first floor of Trivette Hall. The office is open from 8:00 a.m. to 5:00 p.m. Monday through Friday (Telephone 262-3061).

4.1.4 <http://www.foodservices.appstate.edu/>

4.1.5 Organizational Chart

Director of Food Services	Business Officer	Director Broyhill Inn
Art Kessler	Debra Barr	Douglas Uzelac
Bake Shop/Vegetable Prep	Financial Business	Administrative
Cascades	Maintenance	Banquet
Catering	Procurement	Conference Department
Chick-Fil-A	Vending	Food & Beverage
Fixed Assets	Technology	Rooms (Hotel)
Juice Bar		Sales & Programs
McAlister's Deli		
McAlister's Select		
Park Place		
Rivers Street Cafe		
Sanford Commons		
The Market at APH		
The Market at the Bookstore		
The Market at the Bookstore		

4.2 On-Campus Food Policy

4.2.1 On-Campus Food Sales

4.2.1.1 The preparation and sale of food and beverages in and around campus facilities is reserved exclusively to the University Food Services Department.

4.2.1.2 No club, organization, department, or University group may conduct food or beverage sales on campus, including fund-raising, without the approval of the Director of Food Services. All fund-raising projects involving the sale of food or beverages must be approved by the Director of Food Services and must be supervised by the Director or his designate.

4.2.1.3 Individual purchases of food ordered and delivered from outside vendors as a part of a service to a residence or office is not a part of this policy.

4.2.2 On-Campus Catering

4.2.2.1 The Food Services Department offers a full line of catering services ranging from special functions scheduled in the campus dining facilities to special occasion items. These services are available to students, faculty and staff of the University who order such services either for receipt of catered items at the Food Services Department for consumption elsewhere, or for the provision of such services at one of Food Services' facilities, or other campus location as arranged. Full service catering off campus by Food Services is available only for official University functions. Requests for catering services should be made to the Office of the Director of Food Services.

4.2.2.2 North Carolina State Purchasing and Contract guidelines must be followed any time University funds are involved. Any food purchased from a University departmental budget must conform to these guidelines and can

4.1 Preparation and Serving Food

only be made with prior approval for payment of catered food from funds within the University's State Appropriation's Budget.

4.2.2.3 Clubs or organizations are permitted and may receive authorization to contract with a licensed catering service for private (no sales on site) functions which are limited to members and/or guests of the organization. If the function is to take place on campus, a special campus catering permit must be secured from the Office of Business Affairs and before the event can be scheduled or a contract can be executed.

4.2.3 Catering Permit

4.2.3.1 Any recognized student, faculty or staff organization must secure a campus catering permit from the Office of Business Affairs prior to scheduling or contracting any activity that includes the serving of food not prepared by the University Food Services Department. This permit must be displayed by the vendor.

4.2.3.2 Unauthorized private vendors in violation of this policy will be required to comply or vacate the campus.

5 Additional References

6 Authority

7 Contact Information

8 Original Effective Date

9 Revision Dates