

SUBJECT: FOOD SERVICES OPERATIONS**1. Purpose**

This policy sets out the food services operations on the Prince George Campus.

2. Scope

This policy is applicable to all employees while on the UNBC Prince George campus.

3. Authority

The Vice-President (Administration and Finance) is responsible for the implementation and administration of this policy.

4. Policy

All contracts for food and beverage services, including vending, will be administered by the University of Northern British Columbia. Food and beverage services, including alcohol will be contracted out to one or more qualified contractors. Vending Services will be contracted out to one or more qualified contractors.

All university catering under the current Food and Beverage contract. All functions booked either by internal or external organizations that require food or beverages must use the current University Food and Beverage contractor. All variances requires written permission from the Vice-President (Administration and Finance) or the President.

All food, beverage and vending service contracts must be reviewed and rebid at least four months prior to the completion of the current contract.