


Name of Policy: <u>Catering</u> Policy Number: 3364-104-811 Department: Food & Nutrition Approving Officer: Director, Food & Nutrition Responsible Agent: Food & Nutrition Management Scope: Food & Nutrition Services	 Effective Date: 6/1/2022 Initial Effective Date: 9/2006
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy	
<input checked="" type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy	

(A) Policy Statement

The Food and Nutrition Services (FANS) provides special catering services for facility activities as requested.

(B) Purpose of Policy

FANS has established a catering menu and catering requisition for the needs of the institution. A cost effective quality catering services program supports the catering needs and preferences of the facility.

(C) Procedure

1. A catering services brochure / menu will be produced to provide an outline of menus, prices, service, special occasion guidelines and a sample order form.
2. The FANS management will arrange menus and pricing.
3. All hospital events are billed according to current finance department procedures.
4. Any non-hospital function is billed on a cash or credit card invoice.

NOTE: When booking a catered event, it is the responsibility of the party to reserve a place to have the event

Approved by: /s/ _____ 5/3/22 Joshua Krupinski Date Director, Food & Nutrition _____ Review/Revision Completed By: Food & Nutrition	Review/Revision Date: 9/2006 6/2/2008 7/1/2011 7/1/2014 7/1/2017 4/23/2019 5/3/22
	Next Review Date: 5/1/2025