

# Utah Tech University Policy

## 241: Dining Services



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### I. Purpose

- 1.1 This policy is intended to clearly communicate policy relating to preparing, serving, and purchasing food and beverages on Utah Tech University (“the University”) premises.
- 1.2 This policy is provided to ensure employees and/or volunteers comply with food-safety regulations.

### II. Scope

- 2.1 Dining Services provides quality, nutritious meals for University students, faculty, and staff of the University, and the public. This policy assists the campus and the public in understanding and complying with safe food practices to prevent foodborne illnesses on the University premises.

### III. Definitions

- 3.1 **Alcohol:** A specialized beverage that must be sold and served through a licensed alcohol handler. For more information regarding alcohol handling, see Policy 158.
- 3.2 **Catering:** The University’s food and beverage service provider for events held on campus.
- 3.3 **Event:** Any group or gathering on the University premises, with the exception of the following:
  - 3.3.1 Any regularly scheduled academic class.

- 3.3.2 Any faculty, staff, and/or student organization event where the attendance is less than twenty (20) people.
- 3.4 **Food Handlers Permit:** A permit issued by the Southwest Utah Public Health Department to work with food items. Food Handlers Permits are valid for three (3) years.
- 3.5 **Official University Co-sponsor:** An outside (not an official college, department, faculty, staff, or student organization) restaurant, food vendor, food truck, and other non-university food caterer that has been approved by Dining Services and Risk Management. Co-sponsors will have submitted the following forms to Dining Services and Risk Management:
  - 3.5.1 A sponsorship form to Central Scheduling, and
  - 3.5.2 A Certificate of Insurance (COI) with the University listed as an additional insured.
- 3.6 **Public:** Anyone that is not an employee (faculty or staff) or a student of the University.
- 3.7 **Dining Contract:** A contract for meal-plan designated student housing residents.
- 3.8 **ServSafe Manager Certificate:** A certificate issued by the National Restaurant Association to ensure managers have sufficient food-safety knowledge to protect the public from foodborne illnesses. ServSafe Manager Certification is valid for three (3) years.

#### IV. Policy

- 4.1 Dining Services operates and/or contracts all food and beverage locations on the University premises.
- 4.2 Dining Services provides all food and/or beverages served at events on the University premises. The following exceptions may apply:
  - 4.2.1 Athletics may utilize official University co-sponsors for Booster Club events.
    - 4.2.1.1 Co-sponsors are required to submit a Certificate of Insurance (COI) with the University listed as an additional insured in the amounts approved by Risk Management to Dining Services and Risk Management.

- 4.2.2 University student groups scheduling events may utilize employees and/or volunteers in the production of meals. The student group(s) must submit the following documentation to the Dining Services Office at least two (2) business days prior to the event:
  - 4.2.2.1 A University Volunteer Form for each volunteer (See Addenda).
  - 4.2.2.2 A Food Handlers Permit issued through the Southwest Utah Public Health Department for each employee and/or volunteer.
- 4.2.3 Other college, department, division, and/or program requesting an exception to Section 4.2 must submit a waiver form and other required documentation to the Dining Services Office at least two (2) weeks prior to an event.
  - 4.2.3.1 The Dining Services Office in coordination with Risk Management will review and consider all exception requests.
- 4.2.4 The Dining Services Office in consultation with Risk Management reserves the right to deny permission or to allow for restrictive measures to any exceptions request listed in Section 4.2.
- 4.3 All University campus events must be reserved through Central Scheduling (See Policy 441).
- 4.4 All employees and/or volunteers serving food must hold a current Food Handlers Permit or a current ServSafe Manager Certificate.
- 4.5 Meal plans are available for all students, faculty, and staff through the Dining Services Office.
  - 4.5.1 Students living in meal-plan designated student housing are required to purchase a Dining Contract for Fall and Spring Semesters.
    - 4.5.1.1 The Auxiliary Services Committee is responsible for determining which University student-housing complexes require the purchase of meal plans.
    - 4.5.1.2 Exceptions to the Dining Contract may be appealed to the Auxiliary Services Committee.

- 4.5.1.3 After the initial meal-plan activation, additional funds may be added to meal plan accounts at any Dining Services location (with the exception of concession locations).

## V. References

- 5.1 University Policy 158: Alcohol Beverages for on and/or off Campus Events, Ceremonies, Receptions, Fundraisers, and/or Private Events
- 5.2 University Policy 441: Central Scheduling of Campus Facilities and Events

## VI. Procedures: N/A

## VII. Addenda

- 7.1 Volunteer Form: (<https://humanresources.utahtech.edu/wp-content/uploads/sites/103/2015/09/DSU-volunteer-waiver-1.pdf>).

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Policy Owner: Vice President of Administrative Affairs  
Policy Steward: Director of Dining Services

### History:

Approved 04/26/96

Revised 04/27/18

Editorial 07/01/2022