



OKLAHOMA CITY COMMUNITY COLLEGE

## **NO. 3046 FOOD SERVICE AND SPECIAL EVENTS PROCEDURES**

### **FOOD SERVICE:**

By contractual agreement, the College's food service contractor is the sole provider of cafeteria and catering services on campus. The food service contractual provisions will be administered by the Coordinator of Risk Management and Contracts (food service liaison). Contractual provisions include, but are not limited to; operating hours, price adjustments, unique contractual provisions, financial operations, etc.

The Dean of Students will coordinate activities that utilize cafeteria and catering services, and address issues regarding customer satisfaction. The Food Service Advisory Committee (F.S.A.) will be chaired by the Coordinator for Campus Events and will meet a minimum of three times during each major semester. Maximum membership of the F.S.A. Committee will be comprised of 1) six students, 2) two classified employees, 3) two faculty or administrative representatives, and 4) two catering coordinators. The Dean of Students, Coordinator of Risk Management and Contracts, and the Food Service Manager will serve as ex-officio members of the committee. The Food Service Advisory Committee will provide input to assist the food service contractor and College administrators in meeting food service needs. All written recommendations will be forwarded to the Dean of Students and Coordinator of Risk Management and Contracts for review and response.

### **SPECIAL EVENTS:**

Internal special events will be coordinated by the designated representative(s) of the respective accountability unit. Representatives are referred to as catering coordinators and are responsible for making arrangements with the Food Service Manager. The Office of Student Life should be contacted for room reservations. Catering Coordinators are shown below by accountability unit:

#### Accountability Unit

Presidents Office

Vice President for Instruction

Vice President for Administrative Services and Planning

Vice President for Student Services

Human Resources

College Activities

#### Catering Coordinator

Executive Assistant

Administrative Assistant\*

Administrative Assistant

Administrative Assistant

Employment & Benefits Manager

Coordinator of Special Events

Arrangements for External groups or individuals will be made through the Office of Student Life with the Special Events Facilitator or Coordinator of Special Events.

\* And designated Instructional Coordinators.

### **RESERVATIONS:**

College departments and organizations: Reservations are made upon receipt of a completed Requisition form, and a Special Event Agreement form. The requisition should be submitted to the Food Service Manager by the appropriate catering coordinator. The Purchasing Department will forward a copy of the requisition with the purchase order number to the Food Service Manager.

External groups or individuals: Reservations are made upon receipt of a completed Special Event Agreement form by either the Food Service Manager or the Office of Student Life (a forty (40) percent deposit is required for catering). When filling out the Special Events Agreement or requisition, include an estimate of the number of people expected to attend.

Normal reservation deadlines:

- Twenty-four hours for beverages
- Forty-eight hours for light snacks.
- One week for hot or cold meal service.

**GUARANTEE:**

Guaranteed numbers for parties, receptions, and banquets are required three (3) working days in advance of the function. This number will be considered the GUARANTEE, not subject to reduction. The catering department will have on hand enough food to provide service to five (5) percent more than the guaranteed number. Charges will be based on the greater of 1) the guaranteed number or, 2) the actual number served.

**BILLING:**

College departments and organizations: For proper billing, your account number and account name must be given at the time the reservation is made and indicated on the Requisition form and Special Event Agreement form. The food service will send their invoice to the Finance department for payment.

External groups or individuals: Groups not having a College account number, must at the time the reservation is made, supply their correct billing name and addresses, indicating the same information on the Special Event Agreement form. The catering services rendered will be invoiced directly to the group or organization by the Food Service Contractor. Invoices will include applicable local and state taxes.

**CANCELLATION AND "NO SHOWS":**

To avoid a cancellation charge a written cancellation notice is required prior to the scheduled event using the following guidelines:

<u>Written Notice Received By Food Service</u>	<u>Cancellation Charge</u>
48 hours prior to the event	No Charge
47-24 hours prior to the event	40% of Guaranteed number
Less than 24 hours prior to the event	100% of Guaranteed number

**EXCESS FOOD:**

State of Oklahoma Health Regulations dictate that all food prepared by the Catering Service must be consumed at the place of the function; therefore, excess food will be retained by the Catering Service.

**FUND RAISING:**

All on-campus faculty and student fundraisers that anticipate the sale of food must be approved by the Coordinator of Special Events. Direct competition with products which could be provided by Food Service is strictly prohibited.

Effective Date: 12-20-1994