

# FOOD SERVICES POLICY



FOOD SERVICES POLICY			
<b>Effective Date</b>	March 5, 2019	<b>Policy Type</b>	Administrative
<b>Responsibility</b>	Director, Facilities - Maintenance and Operations	<b>Cross-Reference</b>	1. Facility User and Booking Policy 2. Liquor Policy 3. AHS Environmental Public Health regulations
<b>Approver</b>	Executive Council		
<b>Review Schedule</b>	Every 5 years		

## 1. Policy Statement

- 1.1. GPRC is committed to a food services environment that complies with the provisions of all relevant legislation for ensuring the safety and quality of food and beverage services to the GPRC community.

## 2. Background

- 2.1. GPRC recognizes that its investment in food and beverage facilities and services enhances and compliments life on campus while realizing a possible financial return to the Institution.
- 2.2. Facilities – Maintenance and Operations will work closely with food service, beverage and vending suppliers, and the GPRC community for efficient delivery of food, vending, and cold-beverage services across each campus.

## 3. Policy Objective

- 3.1. The objective of this policy is to communicate the mandatory requirements in the provision of food and beverage services to maintain the highest standards of safety and quality; and to ensure adherence to contracts and licenses.

## 4. Scope

- 4.1. This policy applies to those responsible for food and beverage and vending services, including self-operated, or contracted operations. Private suites in Residence are exempt from this policy. Beverages with alcohol fall under GPRC’s Liquor Policy.

## 5. Definitions

- 5.1. “Food and Beverage services” include retail, concession, catering, vending, and sales.
- 5.2. “Premises” means all campus, grounds, and buildings that are owned, leased, or operated by Grande Prairie Regional College.
- 5.3. “Primary food services contractor” is the contractor with exclusive right to provide all food, beverage, and catering at the Grande Prairie and Fairview campuses.
- 5.4. “Self-Operated” is food and beverage services provided by an individual or group that is not the primary food services contractor.

# FOOD SERVICES POLICY



## 6. Guiding Principles

- 6.1. GPRC shall comply with the relevant health and safety acts and regulations, licensing, taxes and insurance requirements for all food services operations.
- 6.2. The primary food service contractor has the exclusive right to provide all food, beverage, and catering services at the Grande Prairie and Fairview campuses within the context of the food services agreement. Self-operated food service can only take place within the context of the contractual obligations with the primary food services operator and GPRC.
- 6.3. Only GPRC-approved food service operations that are self-operated, or contracted are permitted to sell or serve food or beverages on premises.
- 6.4. All self-operating, or contracted food service operations are responsible for compliance with all health and food safety regulations, licensing, taxes, workers compensation and insurance coverage required by law. Any activity under the authority of a food handling permit shall comply with the terms and conditions of the permit.
- 6.5. Below is a list of examples when a GPRC-approved self-operated food service operation must contact Alberta Health Services Environmental Public Health for a permit. Even if the food service activity is GPRC-approved, a person or entity shall not operate food and beverage services for the below examples unless proof of a valid food service permit from Alberta Health Services has been presented to GPRC.
  - 6.5.1. Special Events that are open to the general public and include food vendors who are not volunteers (e.g. fairs, festivals, carnivals, food trucks)
  - 6.5.2. Community Organization Functions organized by a not-for-profit for fundraising or social purposes, and that only use volunteers to obtain, prepare, and serve food (no other food vendors) (e.g. community sports event or day)
- 6.6. Below is a list of examples for when notification is not required to Alberta Health Services Environmental Public Health by a GPRC-approved self-operated food service:
  - 6.6.1. Private or restricted functions that are not open to the general public, are organized by a community organization or individual, and requires a personal invitation to attend (e.g. department or employee potlucks, birthday party)
  - 6.6.2. Bake sales that sell low-risk foods, are organized by a not-for-profit organization, are not part of a Special Event (see 6.5.1), and must comply with Alberta Health Services Environmental Public Health Bake Sale Guidelines
  - 6.6.3. Handing out donated low-risk foods from a permitted external facility (e.g. grocery store)
- 6.7. Unless stored per safety regulations, food and beverages must be properly disposed of after the food and beverage service is complete.

# FOOD SERVICES POLICY



## 7. Roles and Responsibilities

Stakeholder	Responsibilities
Executive Council	<ul style="list-style-type: none"><li>• Approve and formally support this policy.</li></ul>
Director, Facilities – Maintenance and Operations	<ul style="list-style-type: none"><li>• Oversee the implementation of this policy.</li></ul>
GPRC Community	<ul style="list-style-type: none"><li>• Be aware of and abide by this policy.</li></ul>

## 8. Exceptions to the Policy

8.1. Exceptions to the guiding principles in this policy must be documented and formally approved by the Vice-President, Administration.

8.1.1. Policy exceptions must describe:

8.1.1.1. The nature of the exception

8.1.1.2. A reasonable explanation for why the policy exceptions are required

8.1.1.3. Any risk created by the exceptions to this policy

8.1.1.4. Evidence of approval by the Vice-President, Administration

## 9. Inquiries

9.1. Inquiries regarding this policy can be directed to the Director, Facilities – Maintenance & Operations.

## 10. Amendments (Revision History)

10.1. Amendments to this policy will be published from time to time and circulated to the College community.