

**OLIVE VIEW-UCLA MEDICAL CENTER
POLICY & PROCEDURE**

**NUMBER: 131
VERSION: 3**

SUBJECT/TITLE: CAFETERIA OPERATIONS

POLICY: The Food and Nutrition Services Department shall provide food services for staff and visitors through cafeteria operations.

PURPOSE: To establish a policy regarding cafeteria operations.

- PROCEDURE:**
1. Hours of operation: 6:15 a.m. to 7:30 p.m. daily
Café closed: 10:30 a.m. -11:00 a.m. daily
4:30 p.m. – 5:00 p.m. daily

Full service hot food shall be available from 6:15 a.m. to 10:30 a.m.,
11:00 a.m. to 2:00 p.m. and 5:00 p.m. to 7:30 p.m.
 2. Payment: Patrons may pay cash, credit/debit card, utilize the Meal Card system, or present a meal ticket through Volunteer or Nursing Administration offices. There are no authorized employee discounts.
 3. Cash Control: Cash banks and revenue are justified daily. Cashiers may not leave cash drawers unattended.
 4. Smoking: Pursuant to Los Angeles City Ordinance 181065 and OVMC Policy No. 74, Smoke/Tobacco Free Campus, no smoking area is permitted in the café patio area.
 5. Take-out Food: Due to operational parameters and sanitation regulations, no food may leave the cafeteria unless it is in disposable service ware/covered.
 6. Refund Requests: Should be directed to Food and Nutrition Services supervisor or manager.
 7. Children: Children under age of five (5) years old must be supervised by an adult at all times.
 8. Conference Dining Room: Requests to reserve the Conference Dining Room must be made through Hospital Administration by calling x73300.
 9. Dress Code: Persons entering the cafeteria and/or dining area must be properly attired. Proper attire includes shoes or slippers and street attire or

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robe. To reduce trip hazards in the confined space, IV poles are not permitted in the cafeteria or dining area.

References: Los Angeles City Ordinance 181065 OVMC Policy No. 74, Smoking/Tobacco Free Campus	
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