

ADMINISTRATIVE POLICY AND PROCEDURE

Page 1 of 2

Subject: FOOD SERVICES FOR SPECIAL FUNCTIONS

Policy No.: A323

Supersedes: June 12, 2023

Review Date: January 18, 2023

Origin Date: April 1, 1990

Revision Date: January 18, 2023

PURPOSE:

To provide guidelines for Rancho Department Chairs/Service Chiefs/Department Heads when planning special functions.

POLICY:

Special function food service requests fall within the Los Angeles County Administrative Code Section 93.34 and are classified as ordinance meals and food supplies. All special function food service requests require administrative authorization by the Chief Executive Officer or his/her designee. The following events may be recognized as special functions:

- Special functions/meetings/events approved by the Chief Executive Officer/designee, which are justified and deemed to be of benefit to the medical center/county.
- Special recognition functions for volunteers, facility support groups, and employee recognition events.
- Rancho support group meetings and other special advisory committee meetings. All requests must clearly indicate the purpose of the function, the number, and the costs.

The Department Chairs/Service Chiefs/Department Heads must contact the Food Service Department, at extension 57151 when they have questions regarding food services available.

PROCEDURE:

1. At least two weeks prior to the special function, the requesting department must submit a completed Special Function Food Service request to Rancho Administration for approval. A Special Function Food Service Request form can be obtained from the Food Service Department by calling extension 57151.
2. The completed request must include the following information:
 - a. Name of department requesting the service
 - b. Contact person and telephone extension
 - c. Type of event
 - d. Purpose of event (justification)
 - e. Date and time
 - f. Location
 - g. Anticipated number of guests/participants (do not overestimate number)
 - h. Type of service being requested, i.e., breakfast, lunch, dinner, buffet, continental breakfast, coffee service, reception.
 - i. Menu and estimated cost including food, supplies, tax, and extra labor if required. (Coordinate with the Food Service Department).

Revised: 9/09, 6/13, 1/23

Reviewed: 9/09, 6/13, 1/23

Approved By:

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- j. Request must be approved and signed by the Department Head.
3. In the event of an emergency, requests not submitted within the time frame may be approved by Administration and provided by Dietary subject to food and staffing availability.
4. Requests, which are denied, will be returned to the Department Head.
5. Any change in the number of anticipated guests/participants must be communicated to the Food Service Department, extension 57151, at least two working days prior to the event.
6. Cancellation of the event - the Food Service Department, extension 57151, must be notified no later than 48 hours before the planned function.
7. Departments are requested to call Food and Nutrition Services at extension 57151 when a special function is finished so that leftover food, utensils, and equipment can be picked up on the day of the function. Food is not to be left in rooms overnight or longer than 1 hour after a function.
8. Food and Nutrition Services staff are not responsible for room set-ups (moving tables and chairs), and equipment. Departments must arrange with Environmental Services at extension 7566 to arrange for room set up.

Note: Departments interested in having the Food Service Department cater a function not covered by this policy and who have other funding available may directly contact the Food Service Department, extension 57151. Service will be provided assuming such catering will not negatively impact patient food service or other County priorities.