

ADMINISTRATIVE POLICY AND PROCEDURE

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Subject: CAFETERIA MEALS

Policy No.: A231

Supersedes: July 31, 2003

Review Date: September 26, 2023

Origin Date: August 31, 1995

Revision Date: September 26, 2023

POLICY:

Cafeteria meals are available for purchase by County employees, guests, visitors, and outpatients. Cafeteria meals are also available to authorized recipients of ordinance meals as defined in the Los Angeles County Administrative Code Section 93.34 and others as authorized by the Chief Executive Officer. Cafeteria hours of operation are: 6:30 a.m. to 3:00 p.m., Monday through Friday, and closed on the weekends and holidays.

PROCEDURE:

A. AUTHORIZED ORDINANCE MEAL RECIPIENTS

1. Departments will develop a list of ordinance meal recipients.
 - a. The list shall contain the following information:
 - b. Typed name of ordinance meal recipient.
 - c. Signature of ordinance meal recipient.
 - d. Rancho #
 - e. Dates valid
2. The lists are to be updated as ordinance meal recipients are deleted and/or added. Revised lists are to be submitted to Hospital Administration and provided to Dietary via email to david.yasutake@sodexo.com.
3. Departments are to instruct ordinance meal recipients to display their Rancho I.D. badge when signing for their meals.
4. The Dietary Department, with the approval of Hospital Administration, will determine what will constitute an ordinance meal. Guidelines of the ordinance meal plan are posted in the cafeteria and provided to the resident coordinators and volunteer staff offices.
5. Snacks are not included in the ordinance meal plans. Food items in excess of the determined ordinance meal must be paid for by the ordinance meal recipient.

B. VOLUNTEERS

1. Volunteer Services will submit to the Dietary Department a weekly list of volunteers expected to be eligible for ordinance meals.
2. The weekly list will authorize volunteers named to receive an ordinance meal on a given day. If a volunteer's name does not appear on the list, the volunteer must seek resolution from Volunteer Services.

Revised: 7/00, 7/03, 9/23

Reviewed: 7/00, 7/03, 9/23

Approved By:

Subject: CAFETERIA MEALS**Policy No.:** A231**C. DEFINITION OF ORDINANCE MEALS - SALARY ORDINANCE SECTION 5.76.020**

Ordinance meals are provided without charge for:

1. Persons employed as students or trainees, as approved by the Chief Executive Officer (CEO) or Chief Operations Officer (COO). Department Heads must send name(s) of new students to the Dietary Department verifying the individual's arrival date and the duration of the training period. This listing must be countersigned by the CEO/COO.
2. Employees required to perform overtime work which extends over a meal period for at least two hours. These meals must be covered by a Free Meal Request Form (RD 303) signed by the employee's supervisor. Overtime meals will be provided only on the day the overtime is worked. Department Heads will audit and validate overtime meals on a monthly basis.
 - a. Employees required to work on weekends or holidays will not be allowed overtime meals unless the day is their regular scheduled day off and the meals become essential meals for overtime services.
3. Volunteers who are enrolled and processed through the Volunteer Services Department and who render three or more hours of service on the day(s) assigned. The Director of Volunteer Services will audit and validate these monthly.
4. Members of boards, commissions, committees, or other groups or individuals while visiting the hospital in an advisory or consultant capacity. Authorization is only via a Special Function Meal Request approved by the CEO.
5. Interns and resident physicians while on duty or on-call and available for duty. Fellow physicians may also qualify if they are "working without compensation". The Chief Medical Officer (CMO) or delegate must send names of new interns, residents, and fellows to the Dietary Department verifying the arrival date and the duration of the internship or residency. The CMO or delegate will audit and validate these monthly.
6. Members of the Professional Staff Association who give their service free to the hospital if they are working here at mealtime. The CMO will audit and validate these monthly.
7. A guest speaker or lecturer who is directly providing services that benefit the hospital.
8. Guest's meals that are authorized by the CEO or designee.

D. USE OF EMPLOYEE DINING ROOM DURING WEEKENDS & HOLIDAYS

1. The employee cafeteria is closed on weekends and holidays. Employees that require overtime or ordinance meals will be provided with sack lunches.
2. Sack lunches must be ordered in advance, a minimum of two hours prior to the meal, emailing a "Free Meal Request Form" (RD303) signed by the supervisor to the Main Kitchen at rladietoffice@dhs.lacounty.gov.
3. Sack lunches will be sent to the designated unit for pick-up.
4. Employees will be permitted to utilize the employee cafeteria for dining during weekdays.

FREE Meal Request

POLICY:

1. NO OVERTIME MEAL ON HOLIDAYS unless Holiday falls on regular weekly scheduled day off.
2. NO OVERTIME MEALS unless working 2 hours more than regular 8 ½ hours shift.
3. Overtime meals must be taken on same day as overtime is worked.
4. Employees will be asked for identification.

DAY

DATE

BREAKFAST LUNCH SUPPER

OVERTIME GUEST

Name	Hours Worked	
	REGULAR SHIFT	OVERTIME

NO. OF EMPLOYEES: _____ AUTHORIZED BY: _____
 DEPARTMENT/SERVICE _____ EXT. _____
 CALL RECEIVED BY: _____

#36"MEAL" (N1-90)

FREE Meal Request

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DAY

DATE

BREAKFAST LUNCH SUPPER

OVERTIME GUEST

Name	Hours Worked	
	REGULAR SHIFT	OVERTIME

NO. OF EMPLOYEES: _____ AUTHORIZED BY: _____
 DEPARTMENT/SERVICE _____ EXT. _____
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