

Policy Title:	CAFETERIA OPERATIONS		
Category:	9 - Leadership	Policy No.:	908
Originally Issued:	5/15/2008	Update (U)/Revised (R):	6/4/2019
Distribution:	Hospital-Wide <input checked="" type="checkbox"/>	If not Hospital-Wide, Other:	

PURPOSE:

To establish a policy regarding cafeteria operations.

DEFINITION(S):

None

POLICY:

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

PROCEDURE:

- 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.

- 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.
- Cash Control: Cash banks and revenue are justified daily. Cashiers may not leave cash drawers unattended.
- 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.
- 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 robe. To reduce trip hazards in the confined space, IV poles are not permitted in the cafeteria or dining area.

ATTACHMENTS/FORMS:

None

REFERENCE(S)/AUTHORITY:

Los Angeles City Ordinance 181065

OVMC Policy No. 74, Smoking/Tobacco Free Campus

APPROVED BY:

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