



## Medicine Hat College Policy CATERING SERVICES

Policy #:	FL-02
Policy Authority:	Manager, Hospitality and Conference Services
Executive Sponsor:	Vice-President, Administration and Finance
Approved by:	President and CEO
Effective Date:	November 18, 2020
Next Mandatory Review Date:	November 18, 2025
Frequency of Review:	Every 5 years

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### 1. POLICY OBJECTIVE

This policy outlines the conditions governing catering services needed for the proper operation of college functions, providing efficient, safe, and cost effective catering services.

### 2. POLICY SCOPE

This policy applies to employees and students of Medicine Hat College (MHC) requiring catering services for functions, and external organizations hosting events on college premises that require catering services.

### 3. DEFINITIONS

- **Catering:** the provision of food and drinks at social events or gatherings on campus.
- **Designated College Food Service Provider:** the designated food service provider for the campus (MHC food service, Crave, or the approved contractor for Brooks campus.)
- **Function:** a singular or group activity requiring catering services.
- **Private Event:** non-work related function held on campus by employees or students.

### 4. PRINCIPLES

MHC supports the general principle of building community and fellowship. The college must also ensure that health and safety regulations are observed for the well-being of all, and investments in facilities and equipment to provide to food services are maintained.

A professional body of knowledge related to food operations, handling, and safety is required to administer the specialized functions associated with a food service operation.

Patronizing designated college food service provider(s) supports the college and the associated investment in capital equipment and space, and assists in making the provision of these services a financially viable operation for the benefit of employees and students of the college.

## **5. DIRECTIVES**

### **5.1 College Funded Catering**

5.1.1 The Designated College Food Service Providers will be given the opportunity for first right of refusal for catering services using college funds with a value of over \$100 for a function on campus. This policy does not apply to catering services with a value of less than \$100.

5.1.2 If catering services using an external food service provider is requested (using college funds with a value of over \$100) an External Food Release of Liability (Attachment A) must be submitted to the Manager, Hospitality and Conference Services, seven days prior to the event occurring.

### **5.2 Food for Personal Use**

A group within the college (employees or students) may wish to have a private event like a potluck or a gathering in which the food is not paid for by college funds. Private events that meet this criteria fall under this policy and must conform to the following requirements:

- (a) Private events are only allowed for departmental employee functions or when the food is prepared and served by volunteers of a student organization for a private event organized and controlled by that student organization. Private events are not open to the public.
- (b) An External Food Release of Liability (Attachment A) must be completed and submitted to the Manager, Hospitality and Conference Services, seven days prior to the event taking place.
- (c) The college will not be liable for any illness, allergic reactions, or injury that occurs in relation to the consumption of food at a private event.

### **5.3 Non-College Funded Catering**

The Designated College Food Service provider must be used if catering services using non-college funds are required. (Excluding Food for Personal Use.) In the event the Designated College Food Services Provider is unable to provide the catering, an External Food Release of Liability (Attachment A) must be completed and submitted to the Manager, Hospitality and Conference Services, seven days prior to the event taking place.

### **5.4 Bake Sales/Markets/Miscellaneous Food Services**

Alberta Health Services requires organizations to obtain a Release of Liability for bake sales, markets where food is being sold, and other miscellaneous food services such as student lunch ins, soup days etc.

An External Food Release of Liability (Attachment A) must be completed and submitted to the Manager, Hospitality and Conference Services, seven days prior to the event taking place.

**5.5** Due to Alberta Health Services Standards, all food (internal and external) must remain at the location for removal, and cannot be transported to another location for consumption. At the conclusion of the event, organizers are responsible for ensuring the area is left in an orderly manner.

**6. RESPONSIBILITIES**

**6.1 Manager, Hospitality and Conference Services** is responsible for  
(a) providing advice on compliance to this policy, and  
(b) reviewing and approving requests for release of liability.

**7. APPLICABLE LEGISLATION/REGULATIONS**

Public Health Act  
Food Regulations  
Food Retail and Food Services Code

**8. RELATED POLICIES**

FL-01: Facility Bookings  
HS-01: Occupational Health and Safety  
6.11: Alcohol Management

**9. RELATED INFORMATION**

Attachment A – External Food Release of Liability

ORIGINAL COPY SIGNED

Kevin Shufflebotham  
President and CEO

Date: November 25, 2020

ORIGINAL COPY SIGNED

Wayne Resch  
Vice-President, Administration and  
Finance

Date: November 25, 2020

**DOCUMENT HISTORY**

September 2018	Policy approved
May 2020	Revised policy approved
November 2020	Editorial update approved