



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

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**SUBJECT
FACILITIES AND SERVICES**

SUB-TOPIC

FOOD SERVICE

Food Service is a self-supporting and self-sustaining component of Auxiliary Enterprises, operated by a commercial food service company under contract with the University.

Food Service strives to:

1. Provide nutritious foods of high quality at the lowest prices possible,
2. Provide attractively served foods in a pleasant atmosphere, and
3. Communicate with the University community to achieve customer satisfaction.

Food Service standards meet or exceed those required by the City, County and State.

A. Limitations:

1. No food or beverage items may be sold or distributed on the UTD/Richardson or UTD/Callier Center campuses without the permission of the University's Senior Vice President for Business Affairs.
2. Rooms or space assigned to Food Services may not be used for any unrelated activity.

B. UTD/Richardson:

1. The Comet Cafe, located in the Student Union Building serves breakfast and lunch offering a variety of items from Chick-Fil-A, Pizza Hut, Café Features, Montague's Deli, Grille Works, Salad Garden, Freshens' Smoothies, along with various beverages. Hours of operation are as follows:

8:00 a.m.	-	7:00 p.m.	Monday through Thursday
8:00 a.m.	-	2:00 p.m.	Friday

3. The Pub, located in the Student Union Building, is a coffee house with up-to-date sound and video technology, serving appetizers along with Starbucks coffees, cold, and frozen drinks. Hours of operation are as follows:

11:00 a.m.	-	Midnight	Monday through Thursday
11:00 a.m.	-	6:00 p.m.	Friday



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FOOD SERVICE, Continued

3. The Montague's Deli, located in the lobby of the Green Hall, provides hot and cold beverages, cold food items, and snacks when classes are in session, as follows:

4:30 P.M. - 7:30 P.M. Monday through Thursday

4. Catering Services: Catering services are offered in the Regency rooms in the Student Union, and for other approved events at various campus locations. The Regency Rooms are:

<u>Room No.</u>	<u>Capacity</u>
Regency #1 SU2.512	42
Regency #2 SU2.514	70
Regency #3 SU2.518	42

These facilities may only be used for official University functions or education-related functions at which food is served.

Food Service provides patrons with a Catering Guide, complete with prices, for breakfasts, luncheons, and dinners. Contact the Food Service Director at Extension 2269 or e-mail Sohail@utdallas.edu for menus and to make arrangements. Exhibit B11 is a sample of the form originated by Food Service for catering.

- C. Vending Operations: Snack food and beverage coin-operated vending machines are located throughout the campus. This vending service is under contract with a local vendor. Inquiries about this service should be directed to the Office of the Senior Vice President for Business Affairs, ext. 2213.



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FOOD SERVICE, Continued

- D. Holidays and Closings: Food Service observes all regular University holidays (see annual UTD holiday schedule). The Subway in Green Hall is closed when classes are not in session.



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FOOD SERVICE, Continued

CALLIER FOOD SERVICE: The Callier Food Service, as part of the Callier Business Office, provides hot and cold breakfast, snack and lunch to the Callier Preschool for the Deaf and the Callier Daycare. In addition, Food Service also serves hot lunches, sandwiches, complete salad bar, and homemade desserts and pastries.

Food Services serves the adult population from:

8:00 a.m.	-	10:00 a.m.	Breakfast
11:15 a.m.	-	1:30 p.m.	Lunch.

Callier Food Service maintains a contract with the Federal School Lunch/Breakfast program. As a contractor with this program, the Callier Food Service must meet food service standards set by the federal government for daycare centers. These requirements exceed standards set by the City, County and State.

A. Catering Services: Catering Services are provided through the Callier Food Service. Procedure is as follows:

1. Complete request form (available in the Callier Business Office) with desired menu and submit the form to the Business Manager
2. University funds will be charged monthly. Off-campus groups will be invoiced by the Business Office for payment.

B. Vending Operations: Snack foods, soft drink machines, and fruit juice machines are located in B Building in the lower level. Information or problems concerning this service should be directed to the Callier accountant at Ext. 3021.

C. Holidays and Closings: The Callier Food Service observes all regular University holidays.