

Orangeburg-Calhoun Technical College Statement of Policy

Title: College Food Service

Number: 7.005

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Department of
Responsibility: Vice President for Business Affairs

Authorization:

Area Commission Chairman

President

Date Approved: November 16, 2004

Last Revised: November 18, 2014

Last Reviewed: January 17, 2023

The college food service operation shall operate as an auxiliary enterprise and shall provide hot food and/or vending for the students, faculty, and staff of the college as deemed necessary. The College periodically evaluates food services to determine the most appropriate level of services needed. The College has the option of in-house food service or outside vendor.

Should in-house food service be selected, a Cafeteria Manager would be employed to oversee the operation, and would be authorized to act as the purchasing agent for cafeteria operations. Selling prices shall be based on direct costs, indirect costs, and market conditions to insure a sound financial auxiliary enterprise operation. All items shall be sold on a cash or acceptable credit card basis with the exception of outside organizations which have arranged to have their amounts billed through the College's Business Office.

Should an outside vendor be selected, the Director of Finance will serve as the point of contact for the college. Vendors will be required to meet certain criteria, as outlined in the terms of the agreement. The College will provide available space and equipment for the agreed upon services.

Food Service contracts for vending will follow procurement guidelines set forth by the State of South Carolina. The vending contract should specify the commission calculation and method of payment.