



FOOD SERVICES POLICY

Dated: August 21, 2019

Supersedes: FOOD SERVICES POLICY, dated February 22, 2016

I. PURPOSE

To establish guidelines for food provision on the Valhalla campus and at New York Medical College sponsored events which are respectful of the Jewish tradition.

II. SCOPE

This Policy applies to all food service on the Valhalla Campus of New York Medical College (including 19 Skyline Drive); food offered at College-sponsored, public events whether on or off campus; and all events funded in any part by College Funds.

Student living quarters in the College's Student Housing are exempt from the policy.

Affiliated hospital and independent faculty-practice funded events directly paid by hospitals, faculty practice entities or their individual members without reimbursement or contribution from College Funds are exempt from this policy provided there is clear indication that the event is not sponsored by the College and is not Kosher.

III. DEFINITIONS

College Funds includes hard or soft budget dollars, designated-purpose and grant funds.

Kosher means food prepared and maintained pursuant to a Recognized Kosher Supervision Authority.

A **Recognized Kosher Supervision Authority** is one that has been approved by the Consultative Committee on Jewish Affairs.

IV. POLICY and PROCEDURE

It is the policy of the New York Medical College to adhere to the Jewish dietary laws by preparing and serving only Kosher foods under a Recognized Kosher Supervision Authority in all food service facilities on the Valhalla Campus; all College-sponsored, public events whether on or off campus; and all events funded in any part by College Funds.

On-Campus Food Sales

All food prepared or sold in the cafeteria, Starbucks café, Skyline Kiosk, or in vending machines will be Kosher. Except, however, the Starbucks café may sell non-kosher-certified chewing gum and snacks provided that they are clearly marked "Not Kosher." Vending machines will remain operational even when the administrative and departmental offices of the College are closed, except during Passover, when they will be disabled.

Common Areas

There are no restrictions on food brought by individuals into common areas of the campus, including the cafeteria. Regardless of ownership by the College or others, food equipment in offices or common spaces (including conference rooms, pantries and lounges) does not need to be maintained as Kosher, provided that they are labeled to indicate that they are not under kosher supervision.

Catered Events

All food at any College or departmental event on-campus or off-campus sponsored by the College or paid for by College Funds must be Kosher.

Unless otherwise approved by the Chancellor's office, event organizers must use the College cafeteria's catering service for on-campus events unless the cafeteria's catering service advises it is unable to fulfill the request. Food at all off-campus events sponsored by the College or funded in any part by College Funds must use a caterer approved by the Chancellor's office.

Student Club Events

Food served at campus or school-specific student events must be Kosher. Small, routine, membership-only student club events are exempt from this requirement. However, as a courtesy to kosher-observant and other dietary-restricted students, provision of Kosher foods and/or utilization of the cafeteria to cater some, or all, of the event is encouraged.

NYMC Alumni Association Events

All official events of the NYMC Alumni Association are to be Kosher and observe the restrictions of the Sabbath and Jewish Holidays.

College Business Meals

Faculty and staff traveling on College business must adhere to the Travel Expense and Reimbursement Policy.

Individual business meals are exempt from this policy as individual business travelers may choose Kosher or non-Kosher food based on personal preference.

College organizers or hosts of group business meals are required to make an effort to be inclusive and not overtly or subtly pressure anyone to dine in a place that would compromise their Jewish religious observance. Therefore, whenever two or more people plan to dine together off-campus, the organizer must offer the option of dining in a venue that offers Kosher food. For faculty or staff recruitment meals, the prospective recruit should always be offered an opportunity to eat at a Kosher restaurant.

Passover

Since Kosher restrictions are more stringent during Passover, catering should be limited to exceptional cases, and must be authorized in advance by the Chancellor's office. On-campus food service may close or limit offerings during Passover.

Exceptions

Any exceptions to this policy must be approved by the Chancellor's office.

V. EFFECTIVE DATE

The Policy is effective as of the date indicated above.

VI. POLICY MANAGEMENT

Responsible Officer: Purchasing Manager

Responsible Executive: Chief Financial Officer

Responsible Offices: Purchasing Department