

**SOUTHWESTERN ILLINOIS COLLEGE  
DISTRICT 522  
BOARD POLICY MANUAL**

**POLICY  
STATEMENT**

**POLICY ISSUE** Food Service

**POLICY CODE** 7008

**DATE(S) ADOPTED** October 16, 1991

**DATE(S) REVIEWED** December 2010

**DATE(S) AMENDED** January 2011

---

**A. Authorization of Food Service**

The Board of Trustees recognizes the need for, and authorizes the operation of, food services on the campuses of Southwestern Illinois College. Services on each campus will be appropriate to the size of the enrolment and the level of demand. All services will be financially self-supporting.

**B. Organization of Food Services**

Financial transactions pertaining to Food Services on all campuses shall be reported within the Auxiliary Enterprises Fund and shall be a function of Administrative Services. Food services at the Belleville Campus will be overseen by the Director of Auxiliary Services. Food services at the Sam Wolf Granite City Campus will be overseen by the Director of Auxiliary Services in consultation with the Campus Executive Director and under advisement by the SWGCC Foodservice Committee. Food services at the Red Bud Campus will be supervised by the Director of Auxiliary Services in consultation with the Campus Executive Director.

**C. Scope of Food Service Operations**

At the Belleville Campus, a café will be operated in the Main Complex Building and a Coffee Shop in the Information Science Building. Catering for special functions will be supplied by prior arrangement. The food service vendor has the right of first refusal for catered events.

At the Sam Wolf Granite City Campus, foodservice will be contracted vending supplemented by lunch and dinner offered Monday through Thursday of Fall and Spring semesters by a contracted company.

At the Red Bud Campus, foodservice will be contracted vending or catered events.

**D. Operational Policy**

Food service on all campuses will be operated by contractors. Financial reports specified in the contracts will be supplied to the College Business Office in a timely basis. The services will also conform to all Federal, State and local laws governing food service operation, and will use food handling and serving procedures generally accepted as appropriate by the food service industry.

**E. Food Pricing Policy**

Food prices shall be competitive with similar food sources in the community, and shall provide a reasonable margin to the contract companies.