


Name of Policy: Catering Policy Number: 3364-104-811 Approving Officer: Chief Executive Officer Responsible Agent: Food & Nutrition Management Scope: University of Toledo Medical Center, Food & Nutrition Services		 Effective date: 5/2025 Original effective date: 9/2006	
Key words: Catering, Nutrition, Menu, Events, Food			
	New policy proposal		Minor/technical revision of existing policy
	Major revision of existing policy	X	Reaffirmation of existing policy

(A) Policy statement

The Food and Nutrition Services (FANS) provides special catering services for facility activities as requested.

(B) Purpose of policy

FANS has established a catering menu and catering requisition for the needs of the institution. A cost-effective quality catering services program supports the catering needs and preferences of the facility.

(C) Procedure

- (1) A catering services brochure / menu will be produced to provide an outline of menus, prices, service, special occasion guidelines and a sample order form.
- (2) The FANS management will arrange menus and pricing.
- (3) All hospital events are billed according to current finance department procedures.
- (4) Any non-hospital function is billed on a cash or credit card invoice.
- (5) When booking a catered event, it is the responsibility of the party to reserve a place to have the event.

<p>Approved by:</p> <p>/s/</p> <hr/> <p>Daniel Barbee Chief Executive Officer</p> <p>5/13/2025</p> <hr/> <p>Date</p> <p>/s/</p> <hr/> <p>Joshua Krupinski Director, Food & Nutrition</p> <p>5/1/2025</p> <hr/> <p>Date</p> <p><i>Review/Revision Completed by:</i> <i>Director, Food & Nutrition</i></p>	<p>Policies Superseded by This Policy:</p> <p>Initial effective date: 9/2006</p> <p>All Review/Revision Dates: 6/2/2008 7/1/2011 7/1/2014 4/23/2019 5/3/2022 5/2025</p> <p>Next review date: 5//2028</p>
--	---