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| Policy Name | <i>Food and Beverage Handling</i> | | |
| Policy # | FO 8.0 | Category | Finance and Operations |
| Policy Owner | VP Administration and Chief Financial Officer | Effective Date | November 3, 2021 |
| Policy Lead | Associate Vice President Campus Services | Next Review Date | November 3, 2026 |
| Approved by | Executive Management Committee | Approval Date | November 3, 2021 |

1.0 Policy Statement

NAIT has a duty to ensure the safe and hygienic provision of food and beverage services across the Institute. As a result, the handling of food and beverages on NAIT property and at NAIT-sanctioned events including the operations of the Department of Culinary Arts and Professional Food Studies, require compliance both with provincial food regulations as well as food and beverage exclusivity contracts held by NAIT.

2.0 Scope

This policy applies to all handling of food and beverage products on NAIT property and at NAIT-sanctioned events.

3.0 Definitions

| Term | Definition |
|----------------------------|--|
| Approved Provider | eat AT NAIT Contractor, Department of Culinary Arts and Professional Food Studies and the NAIT Students' Association |
| Contractor | 3 rd Party Food supplier under contractual agreement with NAIT |
| Food and Beverage Handling | The supply, sales, offering for sale, processing, preparation, packaging, providing, display, service, dispensing, storage or transportation of any food that is intended for public consumption |
| Public Consumption | Available to the general public or a group, and not just for private use |

4.0 Guiding Principles

4.1 Health, Safety and Public Image

The control of food and beverages handling within NAIT is essential to:

- protect the health and safety of students, staff and guests
- maintain a positive public image of NAIT
- protect the positive public reputation of the eat AT NAIT Contractor, Department of Culinary Arts, and Professional Food Studies

4.2 Compliance

The handling of food and beverage products on NAIT property must be carried out in accordance with health regulations and campus food and beverage contractual requirements.

4.3 Authority

Generally, NAIT delegates exclusive authority for food & beverage handling on NAIT property to three providers: *eat AT NAIT Contractor*, the Department of Culinary Arts and Professional Food Studies and the NAIT Students' Association.

4.3.1 The respective managers of eat AT NAIT, Conference and Event Services, the Department of Culinary Arts and Professional Food Studies, and the NAIT's Student Association are responsible for the development of compliant procedures and practices.

4.3.2 The approved NAIT service providers are guided by the NAIT values of collaboration, respect and accountability. They take pride in providing safe, high-value food & beverages consistent with the reputation and public image of NAIT and strive to provide flexible and responsive services.

4.4 Internal Resources

In the interest of safety and financial sustainability, the use of NAIT services and facilities is encouraged.

4.5 Managing Exceptions

The *eat AT NAIT Manager* shall provide consultation and approval for food and beverage handling situations that are not directly specified.

5.0 Other Related Documents

- NAIT Procedure *Food & Beverage Handling*
- NAIT Policy *Liquor Sales, Service and Consumption*
- NAIT Signing Authority Matrix
- NAIT/NAITSA Agreement
- FOOD REGULATION, Province of Alberta Public Health Act, Alberta Regulation 31/2006
- Business License Bylaw

Document History

| Date | Action/ Change |
|-------------------|--|
| August 3, 2023 | Changed owner and lead, review date to 5 years |
| November 28, 2024 | Minor revision to reflect the change in policy owner from VP Students and Campus Life to VP Administration and CFO. |
| February 25, 2025 | Minor revision to replace the <i>Manager of Operations, Conference and Event Services</i> for the eat AT NAIT Manager. |