



**Last updated: September 8, 2015**

## **MEAL BOX SYSTEM PROCEDURES**

The Green College Dining Society (GCDS) provides to the residents of Green College a meal box system for those who cannot attend dinner due to scheduling conflicts. Participation in the meal plan is more than just eating the meals—the Green College community is created and maintained in the social environment created at meal time. Thus, the meal box system should be used only when unavoidable academic scheduling conflicts arise.

To receive a meal box, residents must first opt-in to the system by paying a deposit. Boxes are then assigned and identified by a unique number, and that box and number will be yours to use for as long as you want to participate.

## **SANITATION**

Under the *Food Premise Act of British Columbia*, the GCDS cannot serve food with utensils or on surfaces not sanitized. This precludes the possibility of using your own dishes to take-away meals. Your assigned meal box must also be washed and sanitized by the GCDS, and is why the GCDS will store your box until it is requested.

## **PROCEDURES**

1. Opt-in to the Meal Box System by paying your refundable (\$20) deposit to kitchen staff. You can do this at the Servery during serving hours (breakfast or dinner), or weekday afternoons in the kitchen office (basement of Graham House). You will be assigned a meal box number and issued a receipt.
  - a. The meal box is only for you to use. You cannot lend your box to another resident.
2. Declare the night(s) you need a meal box by filling out your details on the online form



available on the Green College website (under Green College Dining Society). On the form, include your name and your meal preference (meat, or vegetarian).

- a. The deadline for signing up for a meal box is 4pm on the day the box is required. Similarly, you have up to 4pm to change your mind and cancel your request by sending a follow-up form canceling your previous request. If you signed up for a meal box and change your mind after 4pm, you can only receive a meal box for that night's dinner.
  - b. If you have requested consecutive meal boxes, you must return your meal box to the kitchen by the morning breakfast service so that it may be properly sanitized in time for the evening. You will not receive a meal box until your assigned box is returned. If your schedule requires recurring, consecutive meal boxes you may put a deposit down on multiple boxes.
3. To collect the meal box, you can come during serving hours or, during off-hours, directly to the kitchen in the basement of Graham House. There, you will sign out the meal box. Meal boxes must be collected by the end of the next evening's service, or the food will be composted. That is, if you request a box on Tuesday, you or a delegate must pick it up by the end of dinner Wednesday evening. Meal boxes requested on Thursday must be picked up by the end of Friday's breakfast service, as the kitchen closes afterwards.
- a. If you cannot collect the meal box, you can assign a delegate (a peer at the College) to collect it on your behalf so that you can get the meal box at a time more convenient to you. This delegate will sign for your meal box in your place. Note that you are still responsible for what happens to that box while it is signed out.



4. To return the meal box, please *empty and rinse the box* and return it during serving hours (breakfast or dinner) where you or the delegate will sign the box back in.

### **KITCHEN ERRORS RESULTING IN MISSED MEAL BOXES**

If a resident follows the procedures described above, yet still does not receive a meal box meal (e.g. food serving shortage, other error), residents may elect to receive a meal ticket in compensation. If a resident believes that they should have received a meal, they should bring it up with the kitchen staff who will explain the reason for the missed meal.

### **MEAL BOX LOSS OR DAMAGE**

You are responsible for your assigned meal box while it is signed out. Lost or damaged boxes should be reported to the kitchen staff immediately. A meal box costs \$40, and in the event of loss or damage residents forfeit their \$20 deposit and will owe an additional \$20 to cover the cost of a replacement. Residents are not responsible if the kitchen loses or damages the box. The GCDS is not responsible for boxes left out and unreturned (e.g. while the box is signed out by you or a delegate).

### **RETURNS**

When the resident no longer needs the meal box—for example, because they are moving out, or a second box is no longer required—they may return it to the kitchen staff during meal service hours. Kitchen staff will refund the deposit. Note that the kitchen does not regularly handle cash nor does it keep much on-site such that an immediate refund may not be possible.

### **MEAL TICKET OPTION**

When a resident is unable to attend dinner and would not have immediate use for a meal box, one is also able to substitute their meal for a meal ticket. This alternative is available through the same sign-up procedure (see 2a), however one must only provide their name and request “meal ticket.” This additional option is to provide added flexibility and to encourage residents to bring a guest to share in our dining experience. As such, only one meal ticket can be optioned per month. Please note the following:



- 1) Meal tickets will then be issued on a weekly basis into a resident's mailbox;
- 2) Tickets will be valid up to a full year from the date they have been printed (evident on each ticket) and are redeemable for a full service dinner.
- 3) For all intents and purposes, the meal ticket is subject to the same guidelines as the standard purchasable meal-ticket. For instance, in order to redeem your meal, you must inform the kitchen by telephone prior to 12pm on the day of the desired meal.
- 4) Residents are permitted to sign up to exchange a meal for a meal-ticket only once per month.

**COMMENTS AND SUGGESTIONS**

Comments, concerns, and suggestions should be directed to a board member of the GCDS.