



FOOD SERVICES POLICY

Dated: February 22, 2016

Supersedes: HR.801, NYMC FOOD SERVICES GUIDELINES ON ITS VALHALLA CAMPUS AND AT SPONSORED EVENTS, dated May 11, 2011

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 facilities on the Valhalla Campus of New York Medical College, including the cafeteria, the kitchen in the Alumni Center, the cafeteria and conference center in Skyline, and off-site College-sponsored events. This Policy shall not apply to the student living quarters in the College's Student Housing.

III. DEFINITIONS

For the purpose of this Policy, *Glatt Kosher Foods* are foods that conform to the highest level of kashrut, Jewish dietary laws, and are prepared under the supervision of a Recognized Kosher Supervision Authority. During the holiday of Passover, Glatt Kosher means only food that meets the stricter Kosher-for-Passover standard and are approved by 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

It is the policy of the New York Medical College to adhere to the Jewish dietary laws by preparing and serving only Glatt Kosher foods under recognized kosher supervision authority in all food service facilities on the Valhalla Campus, Skyline and off site at College-sponsored events.

V. PROCEDURE

A. Food Sold or Served at the College

1. Cafeteria
 - a. All food prepared or served in the cafeteria or in vending machines will be Glatt Kosher.
 - b. There will be no restrictions on food brought by individuals into the common eating area of the cafeteria.
 - c. 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.

2. Campus Store

The Campus Store shall sell only kosher food products except for non-kosher-certified chewing gum and snacks provided that they are clearly marked "Not Kosher."

3. Departmental Microwaves, Refrigerators or other Food Equipment

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 Glatt Kosher, provided that they are labeled to indicate that they are not under kosher supervision.

B. Catered Events

1. In General

The following circumstances must meet the Glatt Kosher requirements of the Policy:

- a. Any event, regardless of the location that takes place in which the College is billed directly by the food service provider or pays the food service provider directly.
- b. Any event that takes place, regardless of location, in which the College is the sole or primary sponsor and where the College or its personnel coordinates, facilitates or controls the choice of food vendor, whether or not the College pays the food vendor directly or reimburses the expense.

2. College Events

- a. Any College or departmental event on-campus or off-campus under the aegis of or paid for by the College must be Glatt Kosher.

- b. Unless otherwise approved by the Vice President of Operations, event organizers must use the cafeteria's catering service for on-campus events and are encouraged to use it for off-campus events.
- c. Independent faculty-practice funded events directly paid by faculty practice entities or their individual members are exempt from this requirement, provided there is clear indication that the event is not sponsored by the College and is not kosher. However, the organizers of such events catered on-campus are strongly encouraged to utilize the services of the cafeteria's catering service.

3. Student Events

- a. NYMC-funded or campus-wide student events (e.g., SPAD) must be Glatt Kosher.
- b. Private student events not funded by NYMC, students in their campus housing, or small, routine, membership-only student club events are all exempt from this requirement. However, as a courtesy to kosher-observant and other dietary-restricted students, provision of Glatt Kosher foods and/or utilization of the cafeteria to cater some, or all, of the event is encouraged.

4. Alumni Events

- a. Alumni events sponsored, funded, and/or organized by the College must be Glatt Kosher.
- b. All official events of the NYMC Alumni Association are expected to be Glatt Kosher and observe the restrictions of the Sabbath and Jewish Holidays.

C. Affiliates

Affiliated Hospitals, such as the Westchester Medical Center and Metropolitan Hospital Center, and Affiliated Ambulatory Care Programs, are not subject to this policy.

D. Off-Campus

- 1. In general, when a member of the faculty or staff, or a group of them, chooses to dine together off-campus, or are being hosted at a meal by others, they are not required to adhere to the kosher rules of the policy, even if functioning in an official NYMC capacity in the following situations so long as the College does not directly pay for the food.

2. If the meal is reimbursable, no special approval is required for non-kosher dining.
3. Since the College is part of the Touro College and University System, it is important that all personnel 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 is Glatt Kosher (without specifically asking if anyone keeps kosher). It should be noted that there are people other than Orthodox Jews who may prefer kosher dining, including those of other faiths.
4. Similarly, in a faculty-recruitment situation, the prospective faculty member should always be offered an opportunity to eat at a Glatt Kosher restaurant.
5. If, however, the College is paying the venue directly (such as through the use of a College issued credit card, check, purchase order, College-issued petty cash given to the venue, or will be billed by the venue), then the venue must meet the Glatt Kosher rules of the policy.

E. Passover

Since kosher restrictions are more stringent during Passover, the following additional rules apply:

1. Any catered meals must be both Glatt Kosher and Kosher for Passover from an approved list of caterers provided by Touro College.
2. Catering should be limited to exceptional cases, and must be authorized in advance by the College President.
3. The cafeteria may close during Passover, or sell and/or serve Kosher for Passover meals and items.

VI. EFFECTIVE DATE

The Policy is effective as of the date signed below.

VII. POLICY RESPONSIBILITY

A. Department Directors/Administrators

Comply with the provisions of this Policy regarding the provision of Glatt Kosher foods at events in accordance with this Policy.

B. Cafeteria, Vending Machine and Campus Store Vendors

Adhere to the guidelines established in this Policy to prepare, serve and sell only Glatt Kosher foods, except as noted.

C. Purchasing Department

Provide advice and guidance, in consultation with the Consultative Committee on Jewish Affairs, with respect to the interpretation and administration of this Policy.


D. Consultative Committee on Jewish Affairs

Approve the College's kosher supervision authority and provide advice and guidance as necessary with respect to the interpretation and administration of this Policy.

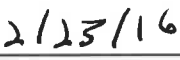
VIII. POLICY MANAGEMENT

Responsible Officer: Purchasing Manager
Responsible Executive: Vice President of Operations
Responsible Offices: Purchasing Department

APPROVED:



Edward C. Halperin, M.D., M.A.
Chancellor for Health Affairs and
Chief Executive Officer



Date