



New York Medical College Policy and Procedure Manual

Section: HUMAN RESOURCES	No.:HR.801
	Date: May 11, 2011
Subject: NYMC FOOD SERVICES GUIDELINES ON ITS VALHALLA CAMPUS AND AT SPONSORED EVENTS	Page 1 of 3
	Supersedes: New

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 and the kitchen in the Alumni Center, and off-site College sponsored events. This policy shall not apply to the student living quarters in the College's Student Housing.

III. Definition

Glatt Kosher Foods – foods that conform to the highest level of kashrut, Jewish dietary laws.

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 and off site at College-sponsored events. During Passover, no food services (cafeteria, vending machines, catering, etc) will be provided, other than in exceptional cases and with recognized Kosher-for-Passover supervision.

V. Effective Date

This policy shall be effective on May 25, 2011.

V. Procedure

A. Food Services include cafeteria, vending machines and catering on campus or off campus sponsored by New York Medical College.

1. **Cafeteria** - all food prepared or served in the NYMC cafeteria will be glatt kosher under an approved kosher supervision authority. However, there will be no

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restrictions on food brought by individuals into the common eating area of the cafeteria. The cafeteria will be closed whenever the administrative and Departmental offices of NYMC on the Valhalla campus are closed. Departmental microwaves, refrigerators or other food equipment, even if owned by NYMC, will not need to be maintained as kosher, but should be labeled as such to indicate that it is not under kosher supervision.

2. **Vending Machines** – all vending machines will sell only kosher food approved by the College’s kosher supervision authority. They will remain operational even when the administrative and departmental offices of NYMC are closed, except during Passover.
3. **Event Catering** – any College or departmental event onsite or offsite under the aegis of or paid for by NYMC will be glatt kosher under an approved kosher supervision authority. This does not apply to independent faculty-practice funded events directly paid by faculty practice entities or their individual members.
4. **Student Events - NYMC-funded** or campus-wide student events (e.g., SPAD) must adhere to kosher policies. These policies do not affect private student events not funded by NYMC, students in their campus housing, or small, routine, membership-only student club events. Courtesy to kosher-observant and other dietary-restricted students is encouraged.
5. **Affiliates-** Affiliated Hospitals, such as the Westchester Medical Center and Metropolitan Hospital Center, and Affiliated Ambulatory Care Programs, such as the Westchester Institute for Human Development, are not subject to kosher food guidelines.
6. **Bookstore** – The bookstore must carry only kosher food products.
7. **Alumni Events** – Alumni events sponsored, funded, and/or organized by NYMC must be glatt kosher. And while, technically, the NYMC alumni association is incorporated and governed separately from NYMC, NYMC expects that all official alumni events will be glatt kosher (and Sabbath/Holiday observant).
8. **Off-Campus** – NYMC faculty and staff are not obligated to maintain kosher standards off-campus, even if functioning in an official NYMC capacity in the following situations: when they are being hosted; when NYMC is not directly paying for the food; in a faculty-recruitment situation after the prospective faculty member, if relevant, has been offered an opportunity to eat at a kosher restaurant.

9. **Passover** – in exceptional cases, the NYMC President may authorize Kosher-for-Passover catering from a list of approved caterers that will be provided by the Touro Office of College Affairs.

VI. Responsibilities

A. Department Directors/Administrators

Comply with the provisions of this policy regarding on and off-site College sponsored events to provide glatt kosher foods in accordance with this policy.

B. Food Services Cafeteria and Vending Machine Provider

Adhere to the guidelines established in this policy to prepare and serve only glatt kosher foods under the kosher supervision authority in the cafeteria, in vending machines and at on-campus events sponsored by the College.

C. Bookstore

Adhere to the guidelines established in this policy to provide only kosher food products.

D. Human Resources Department

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

E. 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.