**RESTAURANT EMPLOYEE MEAL POLICY**

**DATE ISSUED:** [SPECIFY DATE ISSUED]

**POLICY NUMBER:** [SPECIFY POLICY NUMBER]

**SECTION:** [SPECIFY SECTION]

**SUBJECT:** [SPECIFY SUBJECT]

**EMPLOYEE MEAL POLICY**

The Employee Meal Policy is for all employees privileged to receive free or discounted meals. It is described and explained in this policy the procedure in using this discounts. The following conditions shall apply:

1. Restaurant Employees shall receive meals upon the hours worked per week as decided and prepared by the management.

2. Meals that are not eaten are lost. Meals do not accumulate from day to day.

3. Restaurant employees are not allowed to serve themselves, and must wait in line.

4. Restaurant employees will have a variation of choices from the regular menu presented.

5. The employee meals will not be allowed for takeout and are for personal consumption only. It will be allowed for takeout only when there has been prior approval from the supervisor in charge.

6. The employee meals must be consumed in the dining area or eating area of the restaurant and should be consumed in conjunction with your shift break and schedule. It must be pre approved by his/her supervisor or a member of the management for any exceptions for the foregoing statement.

7. Hourly and non-exempt employees must be clocked out to eat.

8. Coffee and drinking water are free while working - bottled drinks and specialty beverages must have supervisor or management approval every time as there are certain instances which require the use of bottled drinks.

9. The Employee Meal Policy does not allow package goods. This includes, but is not limited to, chips, ice cream, granola bars, candy and bottled beverages. Items prepared and packaged by Commissary are not considered packaged goods.

10. Breaks and lunches are not to be taken in offices or food preparation areas. Restaurant employees on break or lunch should not interfere with the Food Service employees who are not on break.

11. The unauthorized consumption or removal of any food product from any Food Services operation will result in disciplinary action up to and including termination of employment.

12. [INSERT OTHER PROVISION AS THE COMPANY REQUIRES]

**Note: Any violations of the above rules and procedures will result in loss of meal privileges and may result in termination upon excessiveness.**

**POLICY PROCEDURE**

1. The meal policy will be explained on your new employee orientation.

2. Restaurant employees will go through the operation as any regular customer would when utilizing their employee meal privilege.

3. Managers and other key persons will be issued a Management Meal Card which shall be used to pay for their personal meals as well as for people to who work in their department as appropriate.

A. The Executive Director issues these cards and tracked in the Administrative Offices.

B. The Management Meal Cards are ONLY used for employees in dining services.

C. Misuse of the Management Meal Card will be considered theft and may be prosecuted as such.

4. The supervisor or management will review the receipts as deemed necessary and appropriate in each operation.

5. Restaurant employees may utilize their Employee Meal Plan in this two (2) different situations:

A. Eating in the same operation in which you work:

a. A member of the management team for that operation will be notified to come and swipe their card for that employee as the employee reaches the register.

B. The restaurant employee will be given a receipt which shows the employee’s name written on the receipt and the receipt is placed in the designated location.

B. Eating in an operation different from one in which you work:

a. The restaurant employee will be accompanied by a Management Meal Card of the restaurant employee will be loaned the Management Meal Card for that transaction.

B. The restaurant employee will be given a receipt with the employee’s name as well as the operation where they work on and the receipt is placed in the designated location.

**PRIVILEGES FOR EVERY DESIGNATED EMPLOYEE**

|  |  |
| --- | --- |
| **CATEGORY** | **MEALS ALLOWED** |
| FULL TIME | 2 meals per day worked.  Used on the day of work.  Meals do not carry over day to day - use or lose.  [INSERT OTHER PRIVILEGES] |
| PART TIME | 1 meal per day worked.  Used on the day of work.  Meals do not carry over day to day - use or lose.  [INSERT OTHER PRIVILEGES] |
| CONTRACT EMPLOYEES | 2 meals per day worked.  Used on the day of work.  Meals do not carry over day to day - use or lose.  [INSERT OTHER PRIVILEGES] |