



"Creating an excellent
college experience"

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Section: Operations	
Subject: Residential Dining Takeout Policy	

Take Out Program

Reusable takeout containers may be purchased and used in the Junction and the Marketplace. Containers are a one-time purchase and can be used indefinitely as long as the customer returns with a token or a container. Containers must be able to close when filled with food items, and are not microwave safe.

Policy and Procedures:

Take Out Container Procedures for Employees:

1. All returned Takeout Containers must be cleaned in Dining Services' dishwashers before use.
2. If a Guest wants to fill more than one container they may do this by swiping or paying for TWO meals. (Limited 2 meals per person, per visit)
3. If the guest would like to use a takeout meal the employee will give them a clean container, plastic-ware, napkin, and a sheet with the takeout container rules if this is their first time using the program.
 - a. Print a receipt for them and have them leave their I.D. card while they fill their takeout container.
 - b. Guests have ten minutes to fill their container. If they run over that time a second meal may be charged. This is to ensure that they are not eating while inside the operation. Exceptions may be made for the ten-minute rule as deemed appropriate by the cashier/manager.
 - c. The ID card is returned as the guest leaves.
4. If the guest is returning the container and staying to eat, give them a takeout token in place of the container. This can then be exchanged for a container the next time they would like a takeout meal.
5. If the customer returns a broken container they must purchase a new container.
6. Employees who purchase a container and participate in the program may take their employee meal to go in their Take Out Container.

Takeout Container Rules for Guests:

1. The guest must leave their Student I.D. with the cashier while filling the container.
2. Guests must use a clean container, provided by the operation.
3. Guests have ten minutes to fill up their takeout container. Exceptions may be made for busy times.
4. The takeout container must be able to close completely.
5. If the guest takes longer than the allotted time or eats while in operation with a container, they may be charged for two meals.

General Take Out Rules (Applies to all Diners in Residential Dining)

1. No food may be taken out of the Marketplace or Junction that is not in a to-go container, unless authorized by Management.
2. Guests may take out refills of any beverage smaller than 32oz.
3. Residents who are ill may request that a friend or roommate pickup their meal. This must be pre-approved by specific operation management.