



*"Creating an excellent
college experience"*

Date Issued: January 2016	Policy Number:
Revised:	131
Section: Operations	
Subject: Take Out Program	

Take Out Program

Takeout Containers may be purchased and used in The Junction, The Marketplace and in The Skyroom. 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 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.
 - c. The ID card is returned as the guest leaves.
3. 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.

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. No food can be taken out of the operations that is not in a takeout container. (Specific exceptions apply based on the operation.)
5. The takeout container must be able to close completely
6. If the guest takes longer than the allotted time or eats while in operation with a container, they may be charged for two meals.