

 <p>SASKATOON DISTRICT HEALTH</p>	<p>POLICIES & PROCEDURES</p> <p>Number: 7311-20-012 Title: PROVISION OF SNACK FOOD & BEVERAGE VENDING SERVICES (NEW INSTALLATION)</p>
<p>Authorization</p> <p><input type="checkbox"/> Board of Directors <input checked="" type="checkbox"/> Senior Leadership Team <input type="checkbox"/> Vice President</p>	<p>Source: Food & Nutrition Services Cross Index: Date Reaffirmed: Date Revised: Date Effective: April 1, 2003 Scope: SDH/SPH</p>

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1. POLICY

- 1.1 The provision of vending machines dispensing beverages and snack foods in the 3 acute care sites and Parkridge Center will be administered through the Department of Food & Nutrition Services.
- 1.2 Commissions generated from vending machines will be credited to the site vending revenue accounts. These commissions will be reported monthly on the Department of Food & Nutrition Meal Day Report.

2. PURPOSE

- 2.1 To standardize provision of food and beverage vending services across the 3 acute care sites and Parkridge Center.
- 2.2 To handle commissions in a consistent manner as a part of Saskatoon District Health revenue.
- 2.3 To accurately report the location of and commissions from each machine.
- 2.4 To maintain the provision of food and beverages under the coordination of the Department of Food & Nutrition Services.
- 2.5 To consistently handle procedures for service calls and refunds.
- 2.6 To meet the Saskatoon District Health contract obligations.

3. PROCEDURE

- 3.1 Department Manager will request vending services through the Department of Food & Nutrition Services Revenue Operations Manager **OR** Revenue Operations Manager will contact the department manager where appropriate to discuss vending opportunity.

- 3.2** Revenue Operations Manager will meet with Department Manager to assess potential location of vending machine.
- 3.3** Once potential location has been determined Revenue Operations Manager will contact Maintenance & Energy Services and Space & Construction for approval of location.
- 3.3** Maintenance and Energy Services will be given 2 weeks notice of installation requirements such as water lines and electrical installation or changes. Any installation requirements will be at the vendor's cost.
- 3.4** Once approval of location has been granted, and appropriate alterations have been completed, Revenue Operations Manager will arrange installation with the appropriate company.
- 3.5** All vending companies will provide the Department of Food & Nutrition Services with monthly statements of revenues and commissions for each machine.
- 3.6** All commission cheques will be forwarded to the Department of Finance for deposit towards Saskatoon Health Region vending revenue.
- 3.7** Department of Finance will credit the Department of Food & Nutrition Services for meal day statistics and will send confirmation that cheques have been received and deposited to the correct accounts for month end reporting.
- 3.8** All maintenance of vending machines is the responsibility of the vendor.