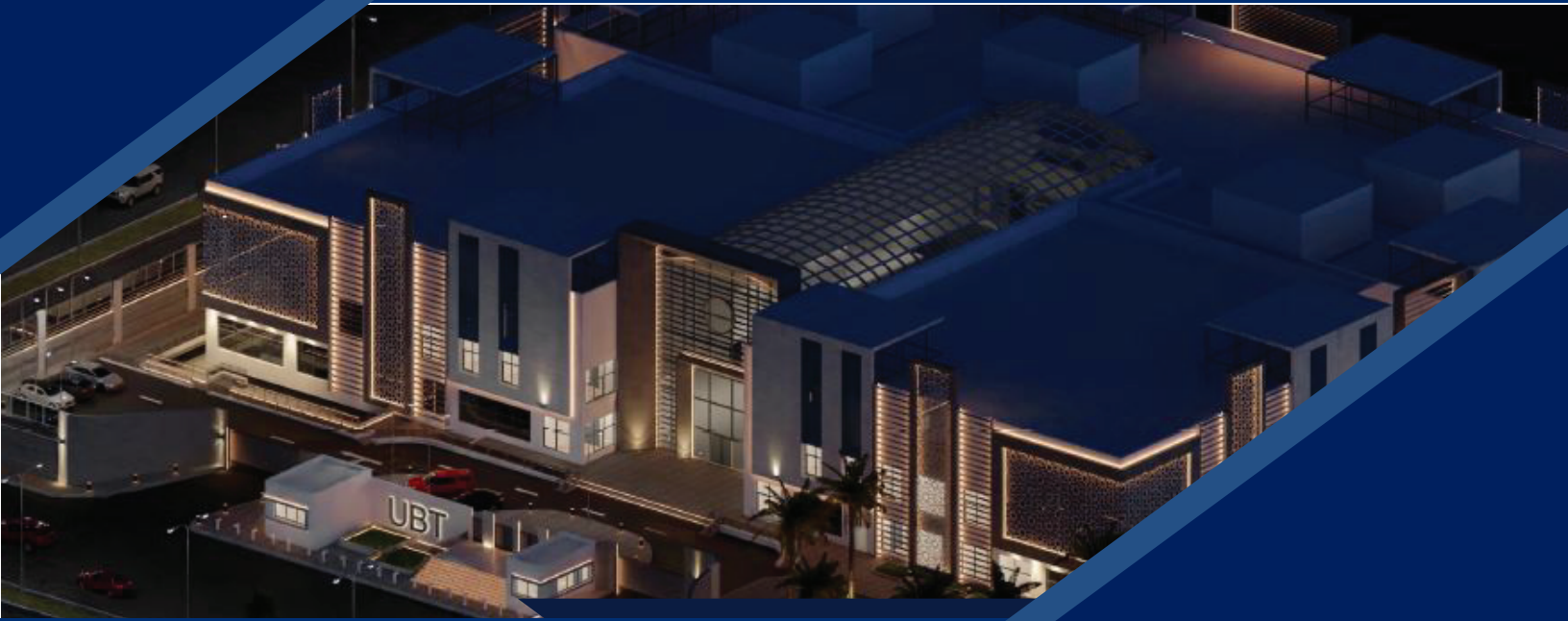


UBT Co.

شركة جامعة الأعمال والتكنولوجيا
University of Business and Technology Company



Operation Manual

Policies and Procedures

OPERATION.DEPARTMENT@UBT.EDU.SA

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Food Court

Policies and Procedures

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Food Court



The food court is a public zone with rented spaces by service providers to offer a selection of food and beverages to all campus users.

UBT is committed to uphold the highest standards of honest behavior and ethical conduct.



Focus One

monitoring and evaluating the implementations of university standards .



Focus Two

The university is not responsible for any illegal behavior.

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Policy

Service providers must provide the following:

Portfolios should include prior experience in providing services in educational institutions with no prior shutdown.



Promote a wide variety of healthy and clean food and beverages to its clientele. Selling energy drinks is prohibited.



Menus will be approved by operation department.



Served food must be decently sealed and packed, with time efficient service, and minimizing all waste when possible.



Providers should be able to provide catering services when required.



Providers' forms must be up to date, civil defense, municipality certified, commercial registration and VAT certificate and renting contract as well as employee contracts.

Due to covid-19 precautions rented space must be clean as per to the regulations of the municipality of rural affairs and housing

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How

to Rent a space ?

Procedures of Approval



- ☒ Service provider must provide certificates, licenses and any required documents
- ☒ A meeting for food tasting and menu review will be arranged.
- ☒ Approval and contract will be issued by the **Contract** Department after reviewing all document and rent request.
- ☒ Service **provider** shall provide proposal of space design

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Operation of Service provider at UBT COR

- ☒ Regular disposal of garbage in designated locations.
- ☒ Staff and restaurant should adhere to all labor laws.
- ☒ The University is responsible for informing the restaurant to reduce food and beverage quantities during events _ (per request)
- ☒ Garbage is to be disposed of before 8 am or after 5 pm only.
- ☒ Expiration date adherence.
- ☒ Provide receipts to clients.

Restaurants Owners contact the operation Department for any inquires.

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IMPORTANT

Operation Department reserves the right to end the contract of service providers without notice in the event of any unethical behavior including but not limited to violence or any kind including verbal and physical abuse.



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Employees Registration Policies

- ✓ All employees must register information via the link
- ✓ Entry permit is made for registered employees only
- ✓ Staff and restaurant should adhere to all labor laws.
- ✓ All employee papers and IDs must be valid
- ✓ The staff of the service provider must be under the sponsorship of the service provider
- ✓ Any employee who is not registered is not allowed to have an entry access to UBT campuses
- ✓ Employees must abide by working hours, and in the event of an employee being replaced, the service provider must inform the Support Services Department

Service provider Employee Registration Link:

<https://form.jotform.com/222391250944454>