

**HACKETTSTOWN REGIONAL MEDICAL CENTER
ADMINISTRATIVE POLICY MANUAL**

CAFETERIA & COFFEE KIOSK SERVICE

Effective Date:	06/1993	Policy No:	AD19
Cross Referenced:		Origin:	Nutritional Care
Reviewed Date:	04/03, 04/05, 10/08, 1/11	Authority:	President
Revised Date:	1/11, 10/12, 1/13	Page:	1 of 1

PURPOSE

To provide guidelines for cafeteria and Willow Grove Coffee Shop meal service.

POLICY

Cafeteria

1. Meals are served in the cafeteria as follows:

Breakfast: 7:00 - 10:00 a.m. – Monday – Friday
8:00 – 10:00 a.m. – Saturday & Sunday

Lunch: 11:45 a.m. – 2:15 p.m. – Monday – Friday
12:00 p.m. – 2:00 p.m. – Saturday & Sunday
3:00 p.m. – 4:30 p.m. – (Grab & Go Items Only) – Monday - Friday

Dinner: 4:30 p.m. – 6:30 p.m. – Monday – Friday

2. Employees may purchase food at a discount.
3. Employees removing trays from the dining room are to return them promptly.
4. Complimentary meal tickets for special visitors may be obtained from Administration.

Willow Grove Coffee Shop

1. Food and beverages are served in the Kiosk as follows:

7:00 a.m. – 11:30 p.m. – Monday - Friday

2. Employees may purchase food at a discount.