

In Lieu of Meals



UCSB Residential Dining Services
2009 – 2010



In Lieu of Meals

UCSB Residential Dining Services' In Lieu of Meals program provides flexibility and options for student residents in our residence halls.

This service allows you to enjoy your meals outside the dining facilities for little or no additional cost. We heartily support the use of local parks, beaches, and other scenic locations as alternatives to eating in the dining commons.

Options include meals for hall picnics, barbecues, back-packing trips, or other events held on or off campus for student residents.

The key to a successful "In Lieu of" Event is PLANNING.



Scheduling Your Event

When

- ◆ At least **3 weeks** ahead for a regular event (10–74 residents).
- ◆ At least **4 weeks** ahead for an “*All-Hall Event*” (75 or more residents).

Note: 1. Every “*All-Hall Event*” must be approved by your ARD or RD before you can place your order.
2. Events are not scheduled during the 1st week of the quarter or finals week.

Where

- ◆ Ortega Dining Commons (for all residence halls except Santa Catalina). Phone: 893-3128 Mon.–Fri. 8 am–5 pm. Ask for the In Lieu of Manager.
- ◆ Portola Dining Commons for Santa Catalina residents. Phone: 893-5623, Mon.–Fri. 7 am–3 pm. Ask for Juan.

How—Planning, Planning, Planning...

Eight steps to a successful event

You will have two meetings during this process.

- ◆ **Step 1** — Contact the In Lieu of Manager at your dining commons to save the event date and book your **Sign-up & Information Meeting**. (Ortega, 893-3128) (Portola, 893-5623).

- ◆ **Step 2** — Attend the Sign-up & Information Meeting. Obtain sign-up forms from the In Lieu of Manager. Only original forms will be honored.
- ◆ **Step 3** — Book your Final meeting with your In Lieu of Manager. This is your **Menu Meeting** and it needs to be at least **10 days prior** to the event.
- ◆ **Step 4** — Sign up your residents for the event. Make sure they write their correct name and PERM number from their ACCESS Card. Once a resident signs for an event, they cannot cancel.
- ◆ **Step 5** — Attend the Menu Meeting to:
 - Confirm your menu
 - Confirm your numbers
 - Confirm your pick-up and return dates and times for food and equipment
- ◆ **Step 6** — Pick up your order at the arranged time.
 - Bring helpers and carts to transport larger orders.
 - Bring insulated coolers for both cold & hot items (see page 8).
- ◆ **Step 7** — Enjoy your event.
- ◆ **Step 8** — Return **ALL** your **CLEANED** and **DRIED** equipment on the designated day and time to avoid being charged a late fee. Arrangements can be made to clean large equipment at the dining commons. **Do not return** leftover food or paper goods please! Paper goods may be left at your front desk. ***You’re Done!***

◆◆◆ Important Information

Additional Payment — If there is an additional charge for food, a check, payable to UC Regents, is required 5 working days prior to the event.

All-Hall Events — All these large events must first be approved by your ARD or RD. The In Lieu of Manager will assist you with the planning of events for 75 or more people, such as all-hall barbecues.

- ◆ Allow at least 4 weeks advance notice.
- ◆ Contact the appropriate dining commons after you obtain approval.

Cancellation — VERY IMPORTANT!

If you need to cancel your order and do not wish to incur a charge, it must be cancelled **at least 10 days in advance**. Any order cancelled less than 10 days before the event may result in a fee for restocking or for wasted food.

Equipment & Loss or Breakage — When you place your order you and the In Lieu of Manager will determine what equipment you will need. The person picking up the equipment will sign a guarantee by using his/her BARC account. Your group will be responsible for lost or damaged equipment and will be billed, on the BARC account given at the time of pick-up, for any costs incurred.

Invalid Perm Numbers — The guest meal rate will be charged to any group or hall for all invalid, duplicate, or incorrect PERM numbers. There will also be a \$11.00 charge per meal and University disciplinary action for any misuse. This includes signing away one or more meals with the intent of not attending.

Late Fee — A late fee will be charged for orders that are not picked up on time as well as equipment that is returned late.

- ◆ There will be a minimum charge of \$5.00, with an additional \$5.00 per hour charge up to \$25.00 per day.

Meal Plan Deductions — In Lieu of participants will have the appropriate meals deducted from their Meal Plan.



Breakfast and Brunch



Breakfast

Continental Style

Cereal or Granola
 Milk (for cereal)
 Fresh Fruit
 Breakfast Rolls: *(choose 2)*
 Danish
 Bagel & Cream Cheese
 Sweet Bread
 Hard-boiled Eggs

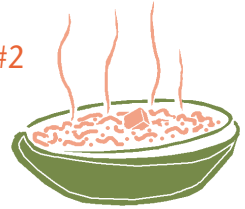
Cook-Your-Own

Weekend Brunch #1

Fresh Fruit
 Breakfast Rolls: *(choose 1)*
 Sweet Bread of the Day
 Danish Pastry
 Flour Tortillas with:
 Green Onions, Fresh
 Mushrooms, Tomatoes,
 Chopped Chiles, Salsa,
 Cheddar Cheese
 Fresh Eggs

Cook-Your-Own Weekend Brunch #2

Fresh Fruit
 Cereal or Granola
 Milk
 Hash Browns
 Breakfast Foods: *(choose 2)*
 Waffles or Pancakes with syrup
 French Toast (bread, eggs, & milk)
 Eggs with Cheese



Continental Weekend Brunch

Fresh Fruit
 Breakfast Rolls: *(choose 1)*
 Sweet Bread of the Day or
 Danish Pastry
 Tray of Bagels with Meat & Cheese: *(choose 3)*
 Turkey, Ham, American & Swiss Cheese

Beverages — Breakfast and Brunch

Milk or Juice *(choose 1)*
 and
 Coffee, Tea, or Hot Chocolate Packets *(choose 1)*

All orders include appropriate disposable goods unless otherwise requested.

Lunch or Dinner

Cook-Your-Own Burgers and Hot Dogs

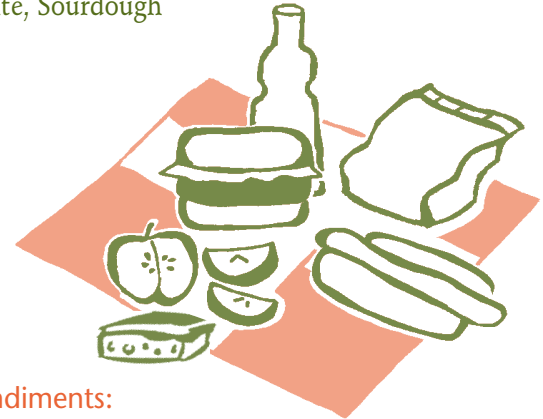
Relish Array: Carrots, Tomatoes, Lettuce, Pickle Slices
 Any Combination of: Hamburgers, Chicken Burgers,
or Garden Burgers (Buns included, Cheese is optional)
and All Beef Hot Dogs & Buns
 Lunch: Chips
 Dinner: Chips, Baked Beans, Baked Potato or Corn
 on the Cob (frozen cobbettes)
 Fresh Fruit
 Dessert
 Includes: Charcoal, Lighter Fluid, and Matches

Cook-Your-Own Taco/Burrito

Relishes: Tomatoes, Lettuce, Shredded Cheese, Olives
 Fillings: Ground Beef or Ground Turkey,
 Refried Beans, Sour Cream
 2 Flour Tortillas or 2 Taco Shells
 (or combo of 1 each)
 Tortilla Chips & Salsa
 Fresh Fruit
 Dessert

Prepare-Your-Own Deli

Relish Array: Carrots, Tomatoes, Lettuce, Pickle Slices
 Meat and Cheese Platter: (**choose 4 for lunch, 5 for dinner**)
 Ham, Turkey, Salami, Swiss & American Cheese
 Bread: (**choose 2**)
 Wheat, White, Sourdough
 Chips
 Fresh Fruit
 Dessert



Available Condiments:

mayonnaise, mustard, catsup, relish,
 barbecue sauce, butter/margarine,
 cream cheese, peanut butter, jelly

All orders include appropriate disposable goods unless otherwise requested.

◆
Lunch or Dinner

Cook-Your-Own Spaghetti*

Tossed Salad (Ranch & Italian dressing)

Spaghetti Fixings:

Pasta, Sauce, Meat, Parmesan Cheese,
Italian Spice Packet

Garlic French Bread

Fresh Fruit

Dessert

* Add \$1.00 per person if you want your spaghetti and sauce pre-cooked.

Beverages – Lunch and Dinner *(choose one)*

Milk

Iced Tea

Apple Juice

Bottled Water

Lemonade

Punch

Soft Drinks



All orders include appropriate disposable goods unless otherwise requested.



Sanitation and Safety Tips for Your "In Lieu of" Meal

Wash hands thoroughly before handling food

- Clean hands with hot water and soap.
- Rewash hands if you touch your face or hair, sneeze, etc.
- Rewash hands if you work with raw meat.

Have sanitizer wipes available at the event for hand sanitizing

- THIS IS NOT A SUBSTITUTE for hand washing, but will aid in providing a barrier to bacteria growth. They are cheap and effective.

Keep cold food cold!

- Keep food items in original packaging.
- Keep foods on ice, in shade, and out of direct sunlight!
- Store in a cooler, hold below 41°F.

Keep hot food hot!

- Keep hot foods alone in a cooler (coolers provide good insulation for hot items as well), completely covered and away from the elements.
- Hold hot food at 140°F for no more than 4 hours and then discard.

ILO Pickup

- It is best to pick up your food no more than 4 hours prior to cooking/serving (if possible).

Avoid cross contamination!

- Don't handle cooked and raw foods with the same utensils, bowls, surfaces. Use a separate cutting board for cooked and raw foods.
- Sanitize and clean food preparation surfaces and utensils in between items (for example: clean a cutting board between using it for raw hamburger and lettuce).

Utilize hats and gloves when preparing food

- Prepare foods away from people congestion, coughing, sneezing, etc.
- Do not allow sick students to cough on/contaminate food (if possible).

Properly cool all leftovers

- Break them up into small containers and chill to 41°F within 6 hours.
- Reheat leftovers to 165°F for 15 seconds before serving again!

Utensils

- Store each plastic knife, fork, spoon so it will be picked up by the handle and not the part that touches your food.

Handbook provided courtesy of UCSB Residential Dining Services

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