

## NYUST Guidelines for the Establishment of the Food Guidance Committee

Approved at the first administrative meeting on July 11, 1991

Revised and approved by the Education Committee on September 17, 1993

Implemented after approval at the second administrative meeting of the 2005 academic year on  
September 13, 2005

Implemented after approval at the third administrative meeting of the 2011 academic year on  
November 15, 2011

Amended and approved at the fifth expanded administrative meeting of the 2013 academic year on  
January 14, 2014

Amended and approved at the first expanded administrative meeting of the 2018 academic year on  
September 11, 2018

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15, 2022

1. Yuntech has established the Food Guidance Committee (hereinafter referred to as the Committee) to strengthen the promotion of school meal nutrition and hygiene work and catering hygiene management, and to ensure the food safety of employees.
2. The Committee consists of 21 members, with one Chief Director, who is the President of the University. The Dean of Student Affairs, Dean of General Affairs, Director of International Affairs, Chief Director of the Accounting Office, Chief Director of the Environmental and Safety Technology Center, Division Director of the Asset Management Section of the Office of General Affairs, Division Director of the Life Guidance Section of the Office of Student Affairs, and Division Director of the Health Education Section of the Office of Student Affairs are ex-officio members. The remaining members are selected as representatives of the faculty of each college (5 persons), a qualified restaurant hygiene supervisor (1 person), a staff representative (1 person), and student representatives (5 persons). The Committee has one Executive Assistant, who is also the Dean of Student Affairs.
3. The members of the Committee, excluding ex-officio members, are selected as follows: each college nominates one faculty representative; the staff representative is recommended by the business management unit. Each college nominates one student representative. The term of office is one year.
4. The duties of the Committee are as follows:
  - (1) Attend all meetings of the Committee.
  - (2) Regularly or irregularly supervise and assess the catering hygiene

management of caterers.

(3) Supervise and guide caterers to improve catering hygiene.

(4) Suggestions on restaurant contract and termination, renewal matters.

(5) Suggestions on restaurant tendering matters.

5. The Committee is divided into three groups: General Affairs, Hygiene, and Environmental Protection, with the following duties:

(1) General Affairs Group: The Office of General Affairs is responsible for the following matters

1. Execute the general affairs related matters resolved by the Committee.

2. After the resolution of the Committee, handle the qualification and contract content of the contractor for renewal or solicitation.

3. Review the profits and product prices of the catering supplier contractor.

4. Responsible for the purchase, custody, and maintenance of contract facilities, as well as the repair of restaurants, kitchens, and other engineering matters.

5. Responsible for the formulation of contract content-related regulations, among which hygiene and safety-related regulations should be jointly drafted with the Hygiene Group and the Environmental Protection Group, and can only proceed with subsequent matters after obtaining the consent of the Office of Student Affairs.

6. Responsible for handling the feedback from contractors, and conducting facility inventory and handover when changing contractors.

7. Responsible for supervising and inspecting the environment and facilities of kitchens, restaurants, welfare societies, and college eateries.

8. Assist in the execution of restaurant hygiene supervision and the follow-up handling of violations of hygiene regulations.

9. Other related matters.

(2) Hygiene Group: The Office of Student Affairs is responsible for the following matters

1. Assist the General Affairs Group in strengthening the regulations on catering hygiene safety and environmental planning in the contract content.

2. Assist relevant agencies in inspecting the food hygiene and business of campus restaurants, welfare societies, and eateries. Responsible for the environmental, catering, cooking utensils, and tableware related hygiene inspection of campus restaurants, welfare societies, and college eateries.

3. Conduct hygiene supervision and simple food inspection.

4. Provide improvement suggestions for violations of hygiene regulations, and notify the General Affairs Group to supervise the restaurant to improve within a deadline.

5. Provide review opinions on the effectiveness of hygiene supervision as a reference for the Committee to hire contractors.

6. Other related matters.

(3) Environmental Protection Group: The Environmental and Safety Technology Center is responsible for the following matters

1. Responsible for supervising and managing the waste (water), waste oil, and air pollution of campus restaurants and eateries.

2. Assist the General Affairs Group in formulating contract content to strengthen environmental planning matters.

3. Other related matters.

6. The Committee meetings are chaired by the Chief Director. If the Chief Director is unable to preside, the Dean of Student Affairs or the Dean of General Affairs will preside.

7. These guidelines are implemented after approval by the administrative meeting and approval by the President, and the same applies to amendments.