

# **Regulations for Establishment of Committee on Catering Management at I-Shou University**

The Regulations ratified and promulgated by the President  
on April 21, 2004

Amendments to Articles 1-6 ratified and promulgated by the  
President on June 29, 2009

- Article 1 The Committee on Catering Management (hereinafter referred to as the “Committee”) is established as per the Regulations for Hygiene Management of Restaurants, Kitchens and Canteens in Schools of the Ministry of Education to make sure that food and beverages provided by on-campus catering businesses are tasty and nutritious at a reasonable price to uphold the faculty and students’ right to healthy diet.
- Article 2 The Committee is headed by a chairperson, a section chief on administrative supervision, and a section chief on catering management.  
The President appoints one vice president to serve as chairperson, while the Dean of General Affairs and the Dean of Student Affairs serve as section chiefs on administrative supervision and catering management, respectively.  
Each department shall elect one committee member to the Committee, whether a teacher or a student, while the Students’ Union selects three cadre members to be the committee members. All committee members are appointed by the President and serve a one-academic-year term.
- Article 3 The Committee’s duties are set out in the table below.
- Article 4 The Chairperson shall call an orientation on catering supervision at the beginning of the first semester and a review seminar at the end of every semester. The Chairperson may also convene extraordinary sessions whenever necessary.
- Article 5 Committee members shall make inspections on on-campus restaurants and canteens, collect opinions and suggestions from the faculty and students, and deliver all relevant information to the Student Campus Life Guidance Section by a given deadline. The Section shall then deliver inspection results to competent units for the sake of better supervision, improvement and future business invitation.
- Article 6 The Regulations become effective on the third day of promulgation after adopted by the University Administration Council and ratified by the President.

## Duties of Committee on Catering Management at I-Shou University

Title	Unit	Duties
Chairperson	Vice President	<ul style="list-style-type: none"> <li>● handling all matters related to catering management</li> </ul>
<b>Administrative Supervision Section</b>		
Section Chief	Dean of General Affairs	<ul style="list-style-type: none"> <li>● handling matters related to administrative supervision of the Committee</li> </ul>
Staff	General Affairs Section	<ul style="list-style-type: none"> <li>● assisting in health and hygiene management for food and beverages</li> <li>● taking charge of facilities and equipment at on-campus restaurants and canteens</li> <li>● keeping a close eye on hygiene and cleanliness of on-campus restaurants as well as regular cleaning</li> </ul>
Staff	Property Management Section	<ul style="list-style-type: none"> <li>● assisting in health and hygiene management for food and beverages</li> <li>● taking charge of invitations for bid and contracts for on-campus catering services</li> <li>● supervising the quality and pricing of food provided by on-campus catering businesses</li> </ul>
Staff	Construction & Maintenance Section	<ul style="list-style-type: none"> <li>● assisting in health and hygiene management for food and beverages</li> <li>● checking, maintaining and repairing safety equipment at on-campus restaurants</li> </ul>
<b>Catering Management Section</b>		
Section Chief	Dean of Student Affairs	<ul style="list-style-type: none"> <li>● handling matters related to catering management of the Committee</li> </ul>
Staff	Office of Military Education	<ul style="list-style-type: none"> <li>● assisting in catering hygiene and safety on campus</li> <li>● guiding students to have meals in a quiet atmosphere</li> </ul>
Staff	Student Campus Life Guidance Section	<ul style="list-style-type: none"> <li>● handling matters related to catering hygiene management, supervision and administration</li> <li>● collecting inspection sheets from committee members and catering questionnaires from students</li> <li>● convening committee meetings and reimbursing relevant expenses</li> </ul>

Staff	Health Section	<ul style="list-style-type: none"> <li>● double-checking restaurant staff's physical examination results</li> <li>● inspecting and managing restaurant hygiene on campus</li> <li>● taking charge of food and beverage sampling as well as inspections on cutlery</li> </ul>
Faculty & Student Representatives		<ul style="list-style-type: none"> <li>● supervising and inspecting catering hygiene</li> <li>● collecting suggestions and opinions on catering services</li> </ul>

*Note: In the event of any disputes or misunderstanding as to the interpretation of the language or terms of these Regulations, the Chinese language version shall prevail.*