

臺北基督學院學生餐廳供餐辦法

The Guideline of Student Cafeteria Meal Services at Christ's College of Taipei

2013年9月3日伙食監督(委員)議會通過

2019年3月8日伙食監督(委員)議會通過

民國108年4月18日本校107學年度第6次行政會議通過

1. 本學校定位為住校型學校，本校要求『全體同學均需住校』，故全體同學均需在校內搭伙進餐。
 1. As a residential College ,We require all students to live on campus; therefore, all students must join the campus meal plan.
2. 本校學生餐廳早餐供餐時段為 7:00-8:30；8:30-9:00 為彈性供餐時段。中餐供餐時段為 12:00-13:00；13:00-13:30 為彈性供餐時段。晚餐供餐時段為 17:00-18:00；18:00-18:30 為彈性供餐時段。彈性供餐意為在儘量不再製作新品的情況下供餐，以免造成浪費；且在彈性供餐時段結束後，同學可以取用剩餘之食物，以免造成浪費。
 2. The time period for breakfast service is from 7:00 to 8:30 AM; thereafter the period from 8:30 to 9:00 AM is the flexible meal service period. Lunch time is from 12:00 to 1:00 PM; thereafter, the period from 1:00 to 1:30 PM is the flexible meal service period. Dinner time is from 5:00 to 6:00 PM; thereafter, the period from 6:00 to 6:30 PM is the flexible meal service period. During the flexible meal service periods, the food services should continue without cooking more dishes to avoid food waste. In addition after each flexible meal service period, students can take and eat the leftovers to prevent food being wasted.
3. 本校學生餐廳之早餐以中西式為主；中餐為一道主菜，三道副菜，湯品，米飯為主，不定時供應水果。晚餐以中西式簡餐為主。
 3. The breakfast offered by Student Cafeteria shall primarily be of both Chinese and Western styles. Lunch consists of a main dish, three side dishes, soup and rice; and fruits shall be provided twice a week. Dinner shall primarily be of both simple Chinese and Western styles.
4. 每人取用主菜只可一份，不可要求第二份或是購買第二份。菜量則需接受打菜人員之處理，不得異議或要求增量。在第一次取餐進食完畢後，可第二次

要求增加副菜。米飯及湯品、飲料僅供應現場食用。

4. Each student shall take one main dish and cannot request for or purchase the second serving of main dish.
5. 全體同學均憑本人學生證用餐，(自 102 學年度第一學期起不再使用餐卡)；新生在未領到學生證之前，一律使用新生名牌，憑牌取餐。或採簽到方式領餐。
5. All students must show their student identification cards in Student Cafeteria for meals. Since the first semester of the 2013 academic year, meal cards cease to exist. All new students shall show their new student name tags in Student Cafeteria for meals before the issuances of their student ID cards.
6. 全體同學領餐均需先赴餐台憑證由餐台負責人做紀錄後，方可領盤取餐。
6. Each student shall show his or her ID card at dinning desk for registration by the person in charge prior to taking meal tray and dishes.
7. 若非必要，不鼓勵同學代拿餐，若要委託代拿餐，亦要出示委託代拿者的學生證，且代拿之份數，至多為 2 份。不得異議，以免造成不必要的衝突。
7. Unless it is absolutely necessary, any student is discouraged to obtain meals on behalf of other students. Should a student be delegated to obtain meals on behalf of schoolmates, he or she must also show the others' Student ID cards. In addition, one cannot obtain meals on behalf of more than two schoolmates. In order to avoid unnecessary confrontations, please do not challenge this rule.
8. 若有同學遺失學生證，則須先向教務處報備遺失補辦後，再向伙食團同工申請臨時餐卡，有效期為五日。超過五日後失效不得再使用。
8. If a student loses his or her Student ID card, he or she must report the event to the Academic Affairs Office and, then, apply for temporary meal card at cafeteria, which has an effective date of five (5) days. It expires after five (5) days from the issuance date.
9. 走讀同學不得使用學生證用餐，以免有造假欺騙之嫌。應按客飯現金消費用餐。
9. Commuting students cannot use Student ID for meals to avoid the suspicion of deceiving acts or frauds. They must pay cash for the meals.

10. 全體教職員工之中餐，由學校供應，皆須簽名領盤取餐。早餐及晚餐均需簽名並註明份數，由餐廳班長呈報會計部門，並將由薪資中扣取用餐費用。
10. Christ's College provides lunches to all faculties, staff members and other personnel, who must sign for trays and meals. For breakfast and dinner, a member of faculty and staff must sign for the number of sets of dishes that he or she actually takes each mealtime; and the Manager of Student Cafeteria shall submit the records to Finance Office for reimbursements. The costs of breakfast and dinner meals consumed by each personnel shall be deducted from his or her payroll check.
11. 所有學校公務賓客之用餐費用，應由相關業務單位按學校規定呈報費用。
11. The costs of meals for business guests of the College must be submitted by the respective sponsoring departments in accordance with the rules of the College.
12. 所有非學校公務賓客在學生餐廳用餐，均應按客飯現金消費用餐。
12. The non-business guests must pay cash for their meals at Student Cafeteria.