

**SECTION - SUPPORTIVE SERVICES  
ADMINISTRATIVE DIRECTIVE NO. 602  
(Replaces A.D. No. 602 dated 5/11/06)**

Effective Date: June 14, 2007

**SUBJECT: UNION SQUARE GRILL AND CANTEEN**

**I. PURPOSE**

This purpose of this directive is to define rules and regulations related to the Union Square Grill and Canteen, which provides a shopping, purchasing, and dining experience for the Individuals and employees at Coalinga State Hospital (CSH).

**II. AUTHORITY**

Department of Mental Health, Special Order 216; Welfare and Institutions Code Section 4314; and Government Code Section 11013.

**III. POLICY**

The Union Square Grill and Canteen shall be operated on the premises of CSH by direct operation or by a contracted vendor. Pursuant to Government Code Section 11013, rental, utilities and service charges shall be fixed and collected from the Union Square Grill and Canteen in an amount sufficient to reimburse the institution for its costs in connection with the Union Square Grill and Canteen.

**IV. METHOD**

- A. All Union Square Grill and Canteen areas shall operate in compliance with the rules and regulations of the State of California Health and Safety Code, and other applicable regulations.
- B. All profits derived from the Union Square Grill and Canteen shall be deposited in the Patients' Benefit Fund of the hospital.
- C. Union Square Grill and Canteen may use forms provided by the Department in establishing a uniform system of accounting for general ledger accounts.
- D. Local accounting services may be used in lieu of the Departmental forms system provided that appropriate records are maintained in an acceptable manner, and that the information be the same.
- E. All equipment purchased with state funds for use in the canteen shall be state property.

- F. Replacement equipment purchased with Union Square Grill and Canteen funds shall be state property acquired by donation.
- G. Equipment purchased with Union Square Grill and Canteen funds, which is not the replacement of state property, shall be state property.
- H. In order to avoid conflict of interest in the management of hospital canteen, no Hospital Administrator or Accounting Officer shall perform any professional service for the Union Square Grill and Canteen for pay.
- I. The Union Square Grill and Canteen, with the approval of the Executive Director of the hospital, may sell merchandise and/or services to the Individuals, and employees of the hospital.
- J. All actions of the Union Square Grill and Canteen Vendor shall be subject to the approval of the Board of Directors.
- K. Prices for merchandise or services shall be comparable to prices for similar merchandise or service charges for businesses of similar size in the communities adjacent to the hospital.

V. ORGANIZATION

A. The Canteen Board of Directors shall consist of at least six, but not more than twelve hospital staff members appointed by the Executive Director.

B. The standing membership of the Canteen Board of Directors is as follows:

President: Hospital Administrator

Members: Director of Dietetics  
 Accounting Administrator  
 Rehabilitation Services Representative  
 Program Director  
 Chief, Central Program Services (CPS)  
 Patient Benefit Insurance Officer (Trust Officer)  
 General Services Administrator II  
 Vendor

C. No member of the Canteen Board of Directors shall receive any compensation from the Union Square Grill and Canteen for duties performed on behalf of the Union Square Grill and Canteen, nor shall the Hospital Administrator or Accounting Administrator perform any professional service for the Union Square Grill and Canteen for pay.

VI. SERVICE

The Vendor, with the approval of the Board of Directors and the Executive Director, may engage in the following services:

- A. The Union Square Grill and Canteen shall offer such products and services not in variance with established hospital rules or usage, e.g., items identified as contraband.
- B. The Union Square (Grill only) may procure food items for units and other areas for parties, as approved by the hospital and in accordance with prescribed Hospital Food Handling and Sanitation procedures.
- C. To avoid delays in processing orders, staff responsible for arranging the function shall verify that funding is available prior to submitting the order.
- D. Any orders that are cancelled by the vendor will be returned in order that the party submitting will have due notice of cancellation.



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BEN MCLAIN  
Executive Director (Acting)

Cross Reference(s):

- A.D. No. 604 Patients' Rights Advocacy Program
- A.D. No. 644 Trust Office Functions
- A.D. No. 818 Contraband