

# UNC Charlotte Food Service Contract Healthy Food Assessment Instructions

## Instructions for assessing adherence to NC Healthy Food Guidelines at Institutions of Higher Learning that Partner with a Food Service Contractor

1. Request the university-food service contract. If the university is public, the contract can be requested through the legal department as a public records request.
2. Once the contract is obtained, complete the “Initial” worksheet of Food Service Contract Healthy Food Assessment\* spreadsheet.
3. Copy row 2 of the “Initial” worksheet and paste the contents into row 2 of the “Feedback” worksheet.
4. Identify the food service director at the university.
5. Send the Food Service Contract Healthy Food Assessment to the food service director.
6. Ask the food service director to complete the “Feedback” worksheet of the Food Environment Summary spreadsheet.
7. Ask the food service director to return the spreadsheet to you.

## \*Completing the Food Service Contract Healthy Food Assessment

1. In column A “School”, type in the name of the institution.
2. In column B “Company”, enter the name of the Food Service Contractor.
3. In column C “Food Service Contract Date”, enter the date the food service contract was signed by the food service contractor.
4. In column D “Relevant contract page numbers”, enter the contract page numbers where the information needed to complete the assessment were found.
5. In column E “Q1. Policy guidelines for service/sale of health foods,” enter a 0 if no policy guidelines for the service or sale of healthy foods is found in the contract and enter a 1 if a policy guideline for the service or sale of healthy foods is found in the contract.
6. In column F “Q2. Which food service venue(s) does the organization use to sell or serve food?”, the options are listed in yellow in rows 4-11.
7. Continue to complete columns G-AP in the same manner.
8. In column AQ, sum columns H-AP.







