



GANDHI INSTITUTE OF TECHNOLOGY AND MANAGEMENT (GITAM)

(Approved by AICTE, New Delhi & Affiliated to BPUT, Odisha)

CAMPUS : Saraswati Vihar, Gangapada, Bhubaneswar, Khurda, Odisha, INDIA

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STANDARD OPERATING PROCEDURE FOR CANTEEN

Objective: To maintain standard and quality of food served and to regulate cleanliness and hygienewithin the canteen premises.

Responsibility:

- Canteen Manager
- Canteen Supervisor
- All Canteen Staff

S. No	Activities	Responsibility
1	Dressing Standards: <ul style="list-style-type: none">• All Canteen workers must wear clean clothes preferably uniform.• Canteen workers must wear gloves, apron and hair net or cap either disposable or to be washed daily.	Canteen Supervisor and All Canteen Staff
2	Maintenance of Hygiene: <ul style="list-style-type: none">• Placing of hand wash in kitchen and dining area.• Cleaning of hands before preparing food.• Mopping and dusting is done in morning and afternoon. The frequency may increase based on the requirement.• Maintenance of covered dustbin inside the kitchen and outside the dining area.• Insect Repellant to be placed in canteen premises.• Eating/Drinking is not allowed in the cooking area.• Chewing tobacco and Smoking is strictly prohibited inside the canteen premises.	Canteen Supervisor and All Canteen Staff
3	Maintaining Quality: <ul style="list-style-type: none">• Certified food commodities (Agmark / FSSAI) are allowed for cooking. No loose items like oil, spices, etc. must be allowed.• Food grade disposable is preferred.• Regular inspection to be carried out.• A suggestion / complaint box must be installed in the canteen which should be checked regular basis and action should be taken.• Prices of all available food item for sale to be displayed (including packaged food).	Canteen Manager Canteen Supervisor

Canteen Committee

Purpose:

The purpose of this Standard Operating Procedure (SOP) is to ensure proper functioning of the Institute Canteen in serving the Students, Staff and Guests of the Institute and to give guidelines to the Canteen Committee for smooth running of the Canteen.

Scope:

Applicable for all the events in the institute

Responsibility:**The canteen committee members Structure:**

The Canteen Committee is headed by a Professor of the Institute and Comprises members from the faculty, administrative officer and students of the Institute. The Committee shall monitor the affairs of the Institute Canteen under the directions of the Management / Principal.

Details of Activities:

- The Committee shall meet at least once in a month to review the functioning of the canteen.
- The suggestions given by the members and the resolutions made in the meetings must be recorded in the minutes of the meeting.
- The menu for breakfast, meals and snacks are fixed by the Committee and a sub- committee will look into monitoring of the implementation of the menu suggested.

The following sub-committees are formed:

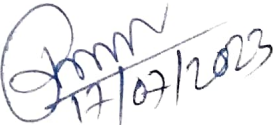
- For fixing and monitoring the menu.
- For verifying the quality of provisions and vegetables etc. and also for verifying the quantity and quality of various food items.
- For checking and ensuring cleanliness.
- For checking discipline in the canteen.

Passing on Advance Information to Canteen:

- Sufficient advance information is to be given to the Canteen regarding expected congregation of students or staff or public or etc., so that arrangements can be made for Tiffin or lunch or snacks.
- The information regarding closure of the Institute for a holiday or cancellation of class work should be passed on to the canteen to minimize loss to the Canteen.

Records to be maintained:

- Minutes of the Committee meeting
- Complaint file
- Action file
- Circular file


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