



KOTTAKKAL FAROOK **ARTS & SCIENCE COLLEGE**

KOTTAKKAL, PARAPPUR P.O, MALAPPURAM DISTRICT, KERALA, 676503

STANDARD OPERATING PROCEDURE CANTEEN COMMITTEE

CANTEEN COMMITTEE

Functions and Responsibilities:

- Supervise, take steps for the maintenance of canteen facilities with hygiene
- Maintain and control the quality of food supplied in the canteen To modernize the canteen equipment and cooking procedures
- Control and make suggestions to the canteen management
- Plan for all the infrastructure facilities required as per norms
- Plan and monitor the maintenance of all the infrastructure facilities related to Canteen
- Maintain the canteen premises clean and Hygiene.

STANDARD OPERATING PROCEDURE (SOP) FOR CANTEEN COMMITTEE

1. Purpose

The purpose of this SOP is to define the roles, responsibilities, and procedures for the Canteen Committee at Kottakkal Farook Arts and Science College. The Canteen Committee is responsible for supervising the canteen facilities, maintaining hygiene, controlling food quality, modernizing equipment, and ensuring the cleanliness of the canteen premises.

2. Scope

This SOP applies to all members of the Canteen Committee and covers the following areas:

Supervision and maintenance of canteen facilities
Quality control of food supplied
Modernisation of canteen equipment and cooking procedures
Suggestions and control over canteen management
Planning and monitoring of infrastructure facilities
Cleanliness and hygiene of the canteen premises

3. Definitions

Canteen Facilities: Includes the kitchen, dining area, storage, and all related equipment.

Hygiene: Practices to maintain health and prevent disease, especially through cleanliness.

Food Quality: Ensuring that food is safe, nutritious, and prepared according to standards.

4. Responsibilities

Canteen Committee Chair: Oversee the committee's activities, schedule meetings, and ensure compliance with policies.

Canteen Committee Members: Participate in meetings, provide input on canteen management, and assist in implementing canteen initiatives.

Canteen Staff: Execute the Canteen Committee's recommendations, maintain canteen facilities, and ensure food quality.

5. Procedures

5.1 Formation of the Canteen Committee

The Principal appoints the Canteen Committee members at the beginning of each academic year.

The committee should include representatives from various departments, canteen staff, and administrative staff.

5.2 Meetings

The Canteen Committee will meet monthly to discuss and review canteen-related issues.

The Chair will prepare and distribute the agenda at least three days before the meeting.

Minutes of the meeting will be recorded and circulated to all members within one week.

5.3 Supervising and Maintaining canteen facilities Conduct regular inspections of canteen facilities to ensure they are in good condition.

Identify maintenance needs and schedule necessary repairs or replacements.

Ensure that all canteen equipment is functioning correctly and safely.

5.4 Quality Control of Food Supplied

Establish standards for food quality and hygiene in the canteen. Conduct regular inspections of food preparation and storage areas. Ensure that food is prepared and served according to health and safety regulations.

Address any food quality complaints promptly and effectively.

5.5 Modernization of Canteen Equipment and Cooking Procedures

Identify opportunities to modernize canteen equipment and improve cooking procedures.

Develop a plan and budget for modernization initiatives. Implement approved modernization projects and monitor their effectiveness.

5.6 Suggestions and Control Over Canteen Management

Provide regular feedback and suggestions to the canteen management.

Monitor the implementation of suggested improvements. Ensure that the canteen management adheres to the established standards and policies.

5.7 Planning and Monitoring of Infrastructure Facilities

Identify infrastructure needs and develop a plan to address them. Monitor the implementation of infrastructure projects to ensure they meet required standards.

Regularly review the condition of canteen facilities and plan for necessary upgrades.

5.8 Cleanliness and Hygiene of the Canteen Premises Establish and enforce cleanliness and hygiene standards for the canteen.

Conduct regular cleanliness inspections of the canteen premises. Ensure that cleaning schedules are adhered to and that the canteen is kept clean at all times.

6. Documentation and Reporting

Maintain records of all Canteen Committee meetings, decisions, and actions.

Document all maintenance, quality control, and modernization activities. Submit quarterly reports to the Principal on the status of canteen facilities and initiatives.

7. Review and Revision

This SOP will be reviewed annually by the Canteen Committee. The Principal will document and approve any changes or updates before implementation.

8. Approval

This SOP is approved by the Principal and is effective from [Date].

Principal's Signature:

Date:

9. Distribution

This SOP will be distributed to all Canteen Committee members, canteen staff, and relevant administrative staff. Copies will be available in the college's digital repository and on the intranet.

- Encourages open dialogue with the complainant from the committee members.
- Monitors emerging compliance trends and circulates the information as needed.
- Serves as a resource for developing or improving compliance-related processes.