



SOP FOR CANTEEN

Issue No : 01

Revision No: 00

Doc. No: EOMS-MITS/SOP/53

Issue Date: 01/06/2023

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

Responsibility:

Canteen Manager
Canteen Supervisor
All Canteen Staff

Sl.	Activities	Responsibility
1.	Dressing Standards: <ul style="list-style-type: none">All Canteen workers must wear clean clothes preferably uniform.Also, 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 & 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.Immediate cleaning after the spillage of the food.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

PREPARED BY	REVIEWED BY	APPROVED & ISSUED BY
EOMS Team member	EOMS Team Leader	PRINCIPAL

**MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE****SOP FOR CANTEEN**

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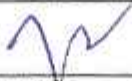

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