

CANTEEN MANAGEMENT

A. Canteen Manager:

I. Job Responsibilities of Campus Manager towards (Canteen)

1. To collect canteen rent and electricity charges every month and to deposit the same to account's department.
2. To assure Contractor must not engage with or take services of any subcontractor or transfer the task to other party during the period of agreement.
3. To assure that Contractor shall use only commercial gas for cooking purpose.
4. To assure that Contractor shall appoint full time supervisor or should himself be available to monitor canteen and shall appoint his employees only above 18 years old.
5. To assure that contractor employees are in proper uniform, shoes, shave etc. while working at the premises.
6. To assure that contractor employees leave the canteen premises of the College immediately after the canteen time or after the work is over.
7. To make sure that contractor shall provide items and prices as per price list finalized by management.
8. To assure contractor shall not use any loose or local raw material other than branded and packed items.
9. To make sure that canteen is operated as per schedule (morning 8:00 AM to evening 6:30 PM from Monday to Saturday, and for Sunday 10:00 AM to evening 4:00 PM.)
10. To assure contractor shall has adequate stocks of the raw materials, eatables, and other items
11. To assure at any given point of time the raw material, packed, canned, or any other food of the expiry date shall not be into the premises of canteen or pantry.
12. The Housekeeping staff shall clean everyday canteen premises 4 times in a day.
13. Shall check canteen every day in evening and assure that contractor shall not keep any stale food at the premises of the canteen
14. To assure that all waste of the canteen is disposed off at specific place provided by the college.
15. To impose penalty in following cases and collect payment.
 - a) Any disruption or disturbance to the canteen service, the damages will be at the rate of Rs. 500 per day.
 - b) If the Contractor/ Supervisor shall be found absent without any information, he is liable to be penalized of Rs. 500 per incident.

- c) Late commencement or early closing of the canteen service, the damages will be at the rate of Rs.500 per day.
 - d) Inadequate supply of food items or inability to supply food items to all students / employees, the damages will be at the rate of Rs 1000 per day.
 - e) Misuse of water if found by the management penalty of Rs. 500 per incident will be charged.
 - f) If at any time it is found that contractor is selling foods not mentioned in appendix A the contractor will be fined at the rate of Rs. 500 per day.
- 15 To collect charges, if any damages to assets or furniture of the canteen are caused by the contractor.
 - 16 For any special activity, finalize menu and quantity, and co-ordinate with canteen supervisor for making it available.
 - 17 To solve any complaints or grievances.
 - 18 Quality Check of Food on Daily Basis or at random.
 - 19 To assure on any special occasion sufficient goods and materials are available.
 - 20 Ensure that all foods items prepared, cooked and stored in the cafe meet a high standard of food hygiene.
 - 21 To assure that Food items are procured from the vendor finalized by the college. M/s Sliver drop, Agra road, Jaipur , promoter Anil Agarwal is appointed by the management.
 - 22 In case any change in vendor is required then an application shall be filled mentioning the reason of changes and prior approval from the management must be taken.
 - 23 Cup, Plate, Glass, Crockery must be issued after approval of Management

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