


VERSION NO. <b>1</b>	MANUAL TITLE <b>STUDENT SERVICES MANUAL</b>	DOCUMENT NO. <b>SSM 8.1</b>
	DOCUMENT NAME  <b>MANAGEMENT OF FOOD SERVICE CONCESSIONAIRE(S)</b>	REVISION NO. <b>0</b>
		EFFECTIVITY DATE <b>APRIL 17, 2017</b>
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## 1.0 OBJECTIVES

- 1.1 To establish procedures and maintain documented information for the management of food service.
- 1.2 To ensure the quality of food and service provided to students, faculty, staff, parents, and other members of the school community.

## 2.0 SCOPE

This section provides guidelines and procedures and the controls necessary to ensure the proper management of the school's food service. This includes:


- Creation of the Food Service Committee and its functions
- Procedures on Monitoring Food Service
- Procedures on Evaluating Food Service

## 3.0 POLICIES

### 3.1 The Food Service Committee

- 3.1.1 Each campus shall establish its Food Service Committee, which shall hereafter be referred to as the 'Committee', composed of a chairperson and at least three (3) members.
- 3.1.2 The Committee shall monitor and evaluate the food service providers in terms of the following:
  - Quality of Food should conform to the Nutritional Dietary Guidelines.
  - Quantity should be sufficient and Pricing should be reasonable.
  - Food Handlers should have permits from the Health and Sanitation Department of DOH.
  - Service Area, Dining Area and other facilities should be clean and sanitized.
  - Equipment and Utensils should be clean and sanitized.



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- Waste Management should be properly observed.
- Food should be provided and available for those with special preference.

3.1.3 The Committee shall generate a regular monitoring and evaluation report to be submitted to the Office the Student Services Division Chief for appropriate action of the Management Committee.

### 3.2 Monitoring of Food Service

3.2.1. The Committee shall conduct monitoring of the quality of food and service at least once a week.

3.2.2. The Committee shall ensure that the food service providers comply with the health and sanitation requirements of the Department of Health.


3.2.3. Findings shall be immediately submitted to the Office the Student Services Division Chief.

### 3.3 Evaluation of Food Service


3.3.1 The Committee shall conduct evaluation of the food service at least once a year and findings shall be immediately submitted to the Office of the Campus Director for appropriate action.

## 4.0 PROCEDURES

### 4.1. Monitoring of Food Service

<b>Responsibility</b>	<b>Activity</b>
Food Service Committee	<ol style="list-style-type: none"> <li>1. Conducts weekly monitoring of food and service using the Food Service Monitoring Form.</li> <li>2. Immediately submits findings to the Office of</li> </ol>
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the Student Services Division.


SSD Chief

3. Receives report from the Food Service Committee, makes initial assessment, implements appropriate action for minor cases and for cases that requires management's decision, informs the Management Committee.

Management Committee

4. Discusses result and gives immediate feedback to the service provider and recommends appropriate actions/measures.



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#### 4.2. Evaluation of Food Service

<b>Responsibility</b>	<b>Activity</b>
Food Service Committee	<ol style="list-style-type: none"> <li>1. Distributes evaluation form or conducts online evaluation of the food service provider using the Food Service Evaluation Form to <b>students, faculty, staff, parents, and other members of the school community.</b></li> <li>2. Consolidates results of evaluation.</li> <li>3. Submits findings to the Office of the Student Services Division Chief.</li> </ol>
Student Services Division Chief	<ol style="list-style-type: none"> <li>4. Forwards the report to the Management Committee and make initial assessment.</li> </ol>
Management Committee	<ol style="list-style-type: none"> <li>5. Deliberates results of evaluation.</li> <li>6. Recommends the renewal or non-renewal of the service provider.</li> </ol>
Campus Director	<ol style="list-style-type: none"> <li>7. Acts on the recommendation.</li> </ol>

## 5.0 LIST OF FORMS AND REPORTS

### 5.1 Forms




5.1.1 Food Service Monitoring Form

5.1.2 Food Service Evaluation Form

### 5.2 Reports

5.2.1 Food Service Monitoring Report

5.2.2 Food Service Evaluation Report

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