

 COD USVT –R036	Universitatea de Științele Vieții „Regele Mihai I” din Timișoara	Organism emitent Departamentul de Management al Calității
	REGULATION the organization and functioning of the ULST canteen	Ed. 2 /Rev. 0

REGULATIONS CONCERNING THE ORGANIZATION AND FUNCTIONING OF THE CANTEEN WITHIN THE UNIVERSITY OF LIFE SCIENCES "KING MIHAI I" FROM TIMIȘOARA

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Approved in the Board of Directors by Decision no. 7795 of 02.11.2022				
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CH. I. FIELD OF APPLICATION

Art. 1. (1) This Regulation establishes the general framework for the organization and functioning of the canteen within the University of life Sciences “King Michael I” in Timisoara.

(2) The Regulation applies to university students, foreign citizens studying in our country, USVT employees, PhD students, teachers, candidates for the admission contest, as well as to other persons, with the payment of food allowance and management expenses according to the legal norms.

(3) Users of the Regulation are responsible for the application and compliance with the provisions of the documents in this Regulation.

CH. II. SCOPE

Art. 2. The purpose of this regulation is to establish uniform rules on the organization and functioning of the canteen from the University of life Sciences “King Michael I” in Timisoara

CH. III. DEFINITIONS. ABBREVIATIONS

Art. 3. The following abbreviations shall be used in this regulation:

- **ULST** – University Of Life Sciences "King Mihai I" From Timișoara.

CH. IV. NORMATIVE REFERENCES

Art. 4. Primary legislation

- National Education Law no. 1/2011, with subsequent amendments and completions;
- Government Emergency Ordinance no. 75/2005 on quality assurance of education, with subsequent amendments and completions.


Art. 5. Secondary legislation

- The ULST Charter;
- Internal regulations/methodologies/procedures;
- Decisions of the University Senate and the Board of Directors.

CH. V. DESCRIPTION OF THE REGULATION

CH. V.1. GENERAL PROVISIONS

Art. 6. (1) The student cantina is subordinated to the General Administrative Directorate and ensures the conditions for eating and serving meals for university students, citizens from abroad studying in our country, ULST employees, PhD students, teachers, candidates for the admission contest, as well as other persons with the

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payment of food allowance and management expenses according to the legal norms.

(2) In the Regulation are presented the duties and responsibilities of ULST and persons benefiting from the services offered by the university canteen, respectively the dining table at the canteen. Compliance with the regulation is mandatory.

(3) The representation of the students in relation to the canteen administration is made through the student committee.

(4) The ULST canteen must provide differentiated menus, respecting the caloric and nutritional values necessary for harmonious development, maintenance of the students' health and in accordance with the national norms provided by the Ministry of Health, within the limits of the allocated funds.

CH. V.2. ACTIVITY ORGANIZATION IN THE CANTEEN

Art. 7. (1) In order to carry out the activities in the canteen in good condition, the canteen manager ensures the proper supply, preservation and storage of the food necessary for consumption.

(2) In order to organize the work in the canteen and to improve the quantity and quality of the meals served, the canteen manager ensures the supply of agri-food products according to the number of people serving the meal at the canteen, establishes storage capacities and consumption possibilities, and will take all necessary measures for the permanent knowledge of their stocks, the valorization of available stocks, respecting the legality.

(3) Administration of the canteen is established and approved by the University Senate.

Art. 8. (1) The canteen of the “King Michael I” University of life Sciences in Timisoara can organize events for different occasions, in order to carry out some mass activities (symposiums, anniversaries, balls, weddings, baptisms, etc. the mention, etc.).

(2) These events are made in accordance with the laws in force and with the approval of the Board of Directors, so as not to affect the process of serving meals in the cafeteria and the educational process.

Art. 9. (1) In order to ensure the proper functioning of the canteen activities, the operating schedule is determined by the canteen administrator.

(2) The customers of the canteen have the obligation to request the cash receipt and to take over the food ordered based on it.


(3) The employed staff, as well as the students who cause damage to the goods in the canteen or remove from the canteen the dishes and cutlery, are responsible for this, proceeding to recover the damage from the guilty.

(4) The canteen offers daily menu "a la carte" for a fee.

CH. V.3. THE RIGHTS AND OBLIGATIONS OF STUDENTS WHO SERVE MEALS AT THE CANTEEN

Art. 10. (1) Students who serve meals at the canteen have the following rights:

- a) use the goods made available within it;
- b) make proposals for the preparation of menus and programs for the functioning of the canteen;

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- c) to address hierarchically to the higher fora in relation to any dissatisfaction with the canteen activity.

(2) Students who serve meals at the canteen have the following obligations:

- a) to use carefully the material goods from the equipment of the canteen;
- b) to have an appropriate outfit, to behave in a civilized manner with colleagues and staff of the canteen;
- c) to observe the way of organizing the services;
- d) to comply with the operating hours;
- e) not to remove from the canteen the dishes and cutlery and related materials;
- f) not to enter the food block, warehouses and storage;
- g) not to introduce animals (dogs, cats, etc.) into the canteen, as well as materials or objects presenting a health or flammable hazard;
- h) not to introduce or consume alcoholic beverages during the meal schedule;
- i) not to smoke inside the dining room, only in specially arranged places.

(3) The same rights and obligations have the persons referred to in Article 6, paragraph 1 of this Regulation

CH. V.4. RIGHTS AND OBLIGATIONS OF THE CANTEEN STAFF


Art. 11. (1) The canteen administrator has the following **rights and obligations**:

- a) responsible for the management of the goods, the proper organization and functioning of the canteen;
- b) provide the canteen supply;
- c) take advantage of the available food stocks under subordination;
- d) to monitor the activity and discipline of the persons in subordination;
- e) to follow the application of hygienic-sanitary norms and fire protection rules;
- f) apply the decisions of the Board of Directors and of the University Senate regarding the organization and functioning of the canteen;
- g) perform any other activity necessary for the proper functioning of the canteen.

(2) the staff employed at the canteen shall have the following **rights and obligations**:

2.1. Manager of the canteen:

- a) is subordinated to the manager of the canteen;
- b) comply with the program established by the manager of the canteen;
- c) directly responsible for the stocks of food and other material goods (tableware, cutlery, furniture, appliances, etc.) that it has under its management;
- d) responsible for the record of the rhythmic, quantitative and qualitative food supply of the canteen, the goods introduced in the canteen will be mandatory accompanied by a certificate of quality and conformity;
- e) has the obligation to inform the canteen administrator on a daily basis regarding the inventory record;
- f) has the obligation to prepare the food needs and inform the canteen administrator at least 48 hours in advance in order to organize the supply in a timely manner;

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- g) is responsible for taking the food from the supplier in the best conditions and transporting it to the food warehouse in the canteen;
- h) control the quality and quantity of the food purchased before its introduction into the food warehouse;
- i) responsible for storing and keeping in the best conditions the other material goods (tableware, cutlery, furniture, appliances, etc.) that they manage;
- j) draws up and delivers daily food consumption documents (food list, cash register, NIR, minutes of delivery of food to the kitchen);
- k) has the daily obligation to keep in touch with the Economic Directorate in order to deliver the documents and verify them;
- l) keep in constant contact with the canteen staff and the canteen administrator to solve any problems;
- m) is responsible for the PM and PSI rules.

2.2. Chef:

- a) is subordinated to the manager of the canteen;
- b) comply with the program established by the manager of the canteen;
- c) responsible for the preparation of food, its quantity and quality and its presentation in the most attractive way possible on the self-service line;
- d) check and train the kitchen staff daily;
- e) receives, on a daily basis, the food from the canteen store;
- f) participate in the preparation of the menu; responsible for order and cleanliness in the kitchen;
- g) keep food samples in the refrigerator for 36 hours in order to control its quality;
- h) allows entry into the kitchen only of persons approved by the manager of the canteen;
- i) inform the manager of the canteen of any irregularities in the kitchen;
- j) is responsible for the PM and PSI rules;
- (k) have up-to-date medical tests;
- l) is responsible for daily display of the menu;
- m) is responsible for the proper conduct of the meal;
- n) draw up the menu approximately weekly for the following week;
- (o) prepare the necessary food and determine the number of portions for each dish for the following day.

2.3. Kitchen staff

- a) is subordinated to the manager of the canteen;
- b) comply with the program established by the manager of the canteen;
- (c) have up-to-date medical examinations;
- d) the change in working clothes is done at the locker room;
- e) must wear bonnets and coats;
- f) must work in perfect hygiene conditions;
- g) must have an appropriate outfit, behave in a civilized manner with the persons who serve the meal in the canteen;
- h) to inform the canteen administrator about the problems arising during the activity related to the post;

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i) to comply with sanitary and hygienic norms, fire prevention and extinguishing rules and environmental protection.

2.4. Cash register staff:

In addition to the kitchen staff, the cash register staff must perform the following tasks:

- a) you have to greet the customers with a greeting (e.g.: Good morning, good day);
- b) must ensure prompt and impeccable service;
- (c) they must know the prices and dishes and recommend them to the customers of the canteen;
- d) has the obligation to hand over the cash receipt to each client;
- e) is responsible for the money collected and for the correctness of the return of the rest;
- f) at the end of the program must present the receipts and the supporting document (Z) in order to deposit at the cashier;
- g) participate in all activities carried out in the kitchen where necessary.

2.5. Staff to serve customers on the line:

In addition to the kitchen staff, the line customer service staff must perform the following tasks:

- a) take the dishes from the kitchen and place them on the self-service line;
- B) you have to greet the customers with a greeting (eg: Good morning, good day);
- c) must ensure prompt and impeccable service;
- d) has the obligation to request the cash receipt of each client and only on its basis to offer the ordered food.

CH. V.5. Sanctions

Art. 12. (1) Employed staff, students and people who serve the dining table at the canteen, who cause damage to the goods of the canteen or evade from the canteen premises: Dishes, cutlery, materials, etc., are materially liable for them.

(2) the determination of penalties for violation of the provisions contained in this Regulation shall be made according to the seriousness of the deviations, their repetition, the conditions under which they were committed.

(3) deviations from this Regulation shall be brought to the attention of the university management by the canteen administrator.