

COLLEGE OF MICRONESIA-FSM

ADMINISTRATIVE PROCEDURE No. 5721

Dining Hall Operation

Date Adopted: 1 April 1991

Date Revised:

Date Reviewed: 22-24 March 2014

References: COM-FSM Student Handbook 2005-2007
Memorandum to all Cafeteria Employee from the Comptroller re: Personal Use of the Cafeteria, January 20, 2000;
Memorandum from the Comptroller to all COM-FSM Employees re: New Policy for the Cafeteria, December 1, 1994;
Memorandum to Comptroller to the Cafeteria Supervisor re; Leftover Food, December 1, 1994;
Treasurer's Directions, National Treasury, Australia

Dining Hall Budget

1. The Dining Hall shall have its own budget separate from that of the Business Office.
2. Operating Budget of the Dining Hall shall be based on estimated number of enrollees within the fiscal year. It is assumed that 70% of the enrollees shall be staying at the College Dormitory and thus would be availing of three (3) meals (breakfast, lunch and dinner), seven (7) days a week and the rest will just be availing of one meal (lunch), five days (5) a week.
3. The cost per day per student for those staying at the College Residence Hall is \$12 and for those not staying is \$4.
4. An additional allowance of 10% of the total estimated budget is added for contingency.

Menu Planning

1. Menu Plan is prepared one week in advance. The Menu Plan covers all the dishes that will be served for the whole week in all the meals (breakfast, lunch, dinner).
2. The Manager shall see to it that a balanced meal is served. For breakfast, menu shall always contain the following:
 - a. Main Dish
 - b. Bread or Rice
 - c. Fruits
 - d. Drinks

For lunch and dinner, the menu shall contain the following:

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- a. Main Dish
 - b. Appetizer
 - c. Local Food such as Taro, Yam or Banana
 - d. Dessert
 - e. Juices
3. Menu pattern for the main dish during lunch and weekdays, where a majority of the College Community is partaking of the meals, shall be as follows:
 - a. Monday – Pork
 - b. Tuesday – Chicken
 - c. Wednesday – Fish
 - d. Thursday – Beef
 - e. Friday – American

The menu pattern for dinner shall not be the same as that of lunch. The Dining Hall Manager shall exert effort to introduce variety of food preparations.

4. The Menu Plan shall be submitted to the Comptroller for approval.

Procurement

1. Based on the approved Menu Plan, a Procurement List shall be prepared which shall contain all the requirements for the week to produce the desired meals. The number of servings shall be based on the actual enrollees (both on-campus and off-campus) plus 10% allowance for non-regular customers of the Dining Hall such as faculty, staff and other guests.
2. The prospective supplier shall be identified for each item and a telephone canvass is made.
3. Based on the results of the canvass, a Purchase Order (PO) is prepared. The set procurement procedures, after the preparation of PO, are followed.
4. All dry ingredients and other supplies of the Dining Hall shall be kept in a secured room, access of which shall be limited to the Manager and Supervisor.

Operating Hours

1. The Dining Hall shall operate on the following schedules:
 - a. Monday to Friday

Breakfast	-	6:30 to 8:00 a.m.
Lunch	-	11:30 a.m. to 1:30 p.m.
Dinner	-	5:00 a.m. to 6:30 p.m.
 - b. Saturday, Sunday, and Holidays

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Breakfast	-	7:00 to 8:30 a.m.
Lunch	-	11:00 a.m. to 1:00 p.m.
Dinner	-	5:00 to 6:30 p.m.

2. To meet the above schedules, the staff and crew shall observe a different working hours from that of the offices in the College. Shifting schedules are as follows:
 - a. 4:00 a.m. to 1:00 p.m.
 - b. 5:30 a.m. to 2:30 p.m.
 - c. 8:00 a.m. to 5:00 p.m.
 - d. 10:00 a.m. to 7:00 p.m.

Each staff shall have two (2) days off and distributed throughout the week. The Manager shall see to it that personnel are distributed effectively to meet the demands of the operations.

Control in the Serving of Food

1. At the start of the semester, all students on a meal plan shall be issued a Meal ID by the Business Office. The Meal ID shall be color-coded to distinguish the off-campus students from the on-campus students. The Meal ID shall be presented when claiming food at the cafeteria.
2. For those who are not on a meal plan, such as faculty, staff and guests, they can avail of the food served by buying Meal Tickets at the Business Office. The Meal Ticket shall be surrendered to the Dining Hall staff before a meal is served.
3. To monitor the number of customers served per meal per day, a tally sheet shall be maintained at the food counter and the Staff shall make a tally of all customers served, classified as Off-Campus, On-Campus and Meal Tickets. Every month this shall be summarized and the Dining Hall Statistical Report shall be prepared and submitted to the Comptroller. At the end of the Fiscal Year, the Annual Statistical Report shall also be prepared and submitted to the Comptroller.

Sale of Meal Tickets

1. Meal Tickets shall be treated as accountable form and shall be given safeguard as that of the cash. The Meal Tickets shall be under the custody of the Business Manager.
2. Meal Tickets shall be pre-numbered and kept in the vault. A record of all booklets issued shall be maintained duly acknowledged by the Cashier/Manager.
3. Meal Tickets sold at the Business Office shall be included in the Daily Cash Collection of the Cashier, classified as such.
4. The Business Manager shall from time to time audit the proceeds of the Meal Tickets and ensure that all Meal Tickets issued to either the Cashier are fully accounted for.

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Decorum Inside the Dining Hall

1. Students are to act in an orderly and courteous manner in the Dining Hall and to cooperate with the Dining Hall Staff.
2. No food or utensils of any type are to be removed from the Dining Hall without prior approval from the Dining Hall Manager.
3. No food will be served to anyone except during the hours set in this policy.
4. Food should be kept on the trays and not on the tables, floor or walls. Anything that is dropped on the floor or tables should be picked up and placed in the proper receptacle.
5. All complaints should be directed to the student's delegation leaders then to the Student Council.

Handling of Leftovers

1. Under no circumstances are Dining Hall Staff to take home any food from the Dining Hall, whether cooked or uncooked.
2. Whatever is left on a particular meal shall be served on the next meal in addition to the menu set for the day.
3. Disposal of leftover food/wastes of the Dining Hall shall be disposed thru sale to interested parties. Selection shall be done thru bidding.
4. When the leftover food is no longer fit for human consumption, said food shall be considered as waste for disposal. Wastes shall be put in a container provided by the Buyer and shall be collected regularly as agreed.

Restrictions

1. No one is allowed to enter the kitchen, storage or office areas other than Dining Hall employees, the President, Vice Presidents, Comptroller, Work-Study students and if necessary, Business Office Manager.
2. Personal use of the Dining Hall and its equipment is not allowed. No employee of the Dining Hall is allowed to cook or bake for an individual who makes a request. In the same way, Dining Hall Staff are not allowed to use the equipment to prepare food for themselves, their families or their friends.
3. All special requests for the Dining Hall for College functions are to be made in writing and must be approved by the Comptroller.