






The Catholic University of Eastern Africa

TITLE	AUTHOR
PREPARATION AND SERVING OF FOOD AT THE MULTI PURPOSE HALL (CUEA /DVC ADM/CTR/ 02)	CATERESS
	NO. OF APPENDICES:
	One
<p>AUTHORIZATION This Standard Operating Procedure is issued under the authority of: catering office and DVC-ADM office</p>	
TITLE	DEPUTY VICE-CHANCELLOR ADMINISTRATION
SIGNATURE	
DATE	23 February 2011
ISSUE DATE	23 March 2011
STAMP CONTROLLED / UNCONTROLLED	
<p>NOTE:</p> <ol style="list-style-type: none"> 1. Write amendments on the page provided (Clause 0.2) 2. Controlled copies of this document will be in the CTR OFFICE and the DVC'S Office 	

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0. CONTENTS AND RECORD OF CHANGES

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0.2 RECORD OF CHANGES

No.	Date <i>(dd-mm-yy)</i>	Details of Changes		Authorization
		Page	Clause/subclause	Title
1	19 May 2011	1	Cover page	Sr. In Charge
2	19 May 2011	3	3.1.4 Change in Terms i.e. CTR	Sr. In Charge
3	19 May 2011	4	6.3, 6.4.1 numbering of forms and addition of meal book.	Sr. In Charge

0.3 Distribution / Circulation

This quality management procedure is available on CUEA servers for authorized users

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1.0 Purpose

This procedure ensures efficiency and effectiveness of catering service delivery.

2.0 Scope

This procedure applies to all the serving points in catering department in the Catholic University of Eastern Africa

3.0 Terms and Definitions

3.1. Acronym


- 3.1.1 HOD: Head of Department
- 3.1.2 C.U.E.A: Catholic University of Eastern Africa
- 3.1.3 DEPT Department
- 3.1.4 CTR Catering
- 3.1.5 CS Catering Section

4.0. References

5.0 Responsibilities

5.1 The cateress has the overall responsibility that this procedure remains adequate for its intended purpose and effectively followed

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6.0 Method

6.1 The tea shall be provided by the University for free both for full time and part time lecturers at the multi-purpose tea room.

6.2 The cateress shall order the milk for the users at the multi-purpose tea room.

6.3 All the academic and non academic senior staffs shall have their tea at the multi-purpose tea room.

The cateress shall prepare menu (**CUEA/DVC ADM/CTR/02/fm 01**) for those taking lunch at the multi-purpose hall.

6.4 For lunch, there are two meal books which shall be used each day for signing.

6.4.1. The first meal book shall be signed by the resident staffs taking their lunch at the multi-purpose hall.


6.4.2 The second meal book shall be provided for the senior staffs taking meals at the multi-purpose hall and the money shall be deducted by the end of the month depending on how many times one has eaten.

6.5 Lunch in the multi-purpose hall shall be provided for the senior staffs and resident senior priest staffs where their money shall be deducted by the end of the month. Staff lunch signed at multipurpose.

7.0 Appendices

7.1 Appendix A MENU

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MENU FORMAT

DAYS	BREAKFAST	10.00 O’CLOCK TEA BREAK	LUNCH	4.00PM TEA	DINNER
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
SUNDAY					


MEALS TIME

MEALS	TIME
BREAKFAST	7.30—8.30AM
TEA-BREAK	10.30—11.00AM
LUNCH	12.30—2.00PM
TEA BREAK	4.00—5.00PM
SUPER/DINNER	6.30—7.45PM

PREPARED BY

SIGN.....

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