


The Catholic University of Eastern Africa

TITLE	AUTHOR
<p align="center">SERVING OF FOOD (CUEA /DVC ADM/CTR/ 01)</p>	<p align="center">CATERESS</p>
	<p align="center">NO. OF APPENDICES:</p>
	<p align="center">3 (THREE)</p>
<p>AUTHORIZATION This Standard Operating Procedure is issued under the authority of:</p>	
<p>TITLE/POSITION</p>	<p>DVC/ DEPUTY VICE-CHANCELLOR</p>
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<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 Administration office. 	

0. CONTENTS AND RECORD OF CHANGES

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0.2 RECORD OF CHANGES

No.	Date (dd-mm-yy)	Details of Changes		Authorization
		Page	Clause/subclause	Title
1	19 May 2011	1	Title page	Sr. In Charge
2	19 May 2011		6.5 (numbering of forms)	Sr. In Charge
			6.8 (numbering of forms)	

0.3 Distribution / Circulation

This Standard Operating procedure is available on CUEA servers for authorized users

1.0 . Purpose

This procedure ensures timely serving of food in all catholic university catering department for efficiency and effectiveness of production and service delivery.

2.0 Scope

This procedure applies to all resident priest students and staffs who are catered for 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 C/S Catering Section

4.0 References

- 4.1 CUEA Quality Management Manual
- 4.2 ISO, 9001:2008

5.0 Responsibilities

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

6.0 Method

6.1 When the resident staff arrives in CUEA he or she report to the house keeper and the keys shall be provided to the staff resident.

6.2 The house keeper shall inform the cateress of the newly arrival priests who shall be catered for by the cateress.

6.3 for the student priests, the house keeper shall provide keys for new arrival student priests upon approval of payment from the registry.

6.4 After the priests has receives the keys from the housekeeper they shall report in the cateress office each day they arrive.

6.5. The cateress shall provide the arrival form (CUEA/DVC ADM/CTR/01/fm01) for the newly priests to sign in.

6.6. The priests shall fill the arrival form and indicate;

6.6.1 The date of arrival

6.6.2. The name

6.6.3 The country they come from and their signatures

6.7. The cateress shall use the arrival form to confirm the number of the new priests to be catered for.

6.8. On the day of the arrival those on special diet shall tick a special diet request form. (CUEA/DVC ADM/CTR/01/fm02)

6.9. The cateress shall do orientation to the priests by showing them the dinning hall and even introduce them to the cooks who will be providing the services to them.

6.10 The priests shall be provided with the rules and regulations of the catering department for them to follow, including the time schedule for meals.

6.11 The cateress shall then prepare the menu (CUEA/DVC ADM/CTR/01/fm03) which is to be used for that academic year.

6.12. After completion of the semester, the priests shall sign out using the clearance form signed by the cateress if there is no any breakage made.

6.13 If there is breakage made by any of the priests it shall be paid before signing out of university.

7.0. Appendices

7.1. Appendix A: Arrival form

7.2. Appendix B: special diet request form

7.3 Appendix C: Menu

Appendix A: Arrival form format

Holy Trinity resident students (Reverend Priests Deacons and Brothers) in academic calendar year

NOS	DATE OF ARRIVAL	NAMES	COUNTRY/DIOCESE	SIGNATURE
1				
2				
3				
4				
5				
6				
7				
8				
10				

Prepared by.....

Signed by.....

CUEA/DVC-ADM/CTR/01/fm01

SPECIAL DIET REQUEST FORM FORMAT (TICK THE APPROPRIATE AND SIGN)

NO	DATES	NAMES	DIET		SIGNATURE
			NORMAL DIET	SPECIAL DIET	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					

Appendix C CATERING DEPARTMENT

YEAR/MONTH.....

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.....