



Reference documents:

Education Act no. 1/2011

Charter of the George Emil Palade University of Medicine, Pharmacy, Science, and Technology of Târgu Mureș

SR EN ISO 9001:2008 Systems of Quality Management. Requirements

SR ISO IWA 2 – Aprilie 2009. Systems of Quality Management. Guidelines for 9001:2000 ISO implementation for education

RULES OF CANTEEN FUNCTIONING AND ORGANISATION

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Edition 01

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Chapter I. General dispositions

Art. 1. The Canteen ensures the preparation and serving of meals for students and teachers.

Art. 2. The Canteen carries out its activity according to the provisions of Education Act no. 1/2011, the University Charter and the Internal Regulations of the George Emil Palade University of Medicine, Pharmacy, Science, and Technology of Târgu Mureș.

Art. 3. The Canteen is founded or wound up through decisions of the Administrative Board of UMFST G.E. Palade Tg. Mureș, decisions that are confirmed by the University Senate.

Art. 4. The Canteen activities include: organisation, preservation, and storage of foods and produce for food preparation.

Art. 5. The canteen administrator is in charge with activity management and reports to the Deputy Administrative Director and the General Administrative Director, according to UMFST G.E. Palade Organization Chart.

Art. 6. The Canteen operation programme and the allowance per person / day are approved by the Administrative Board based on the administrator's proposal.

Chapter II. Canteen organisation and operation

Art. 7. A Canteen Committee is elected to ensure compliance with the dining programme, to deal with any students' complaints and suggestions or other issues related to proper functioning (including menu suggestions). The Canteen Committee has the following responsibilities:

- guides and educates the students in the spirit of order and discipline, of preserving the canteen tangible goods, observing the self-service system, and recovering the damages caused by consumers;
- together with the administrator or their superiors, the Committee control the following:
 - food storage and preservation in store rooms and warehouses;
 - compliance with the hygiene-sanitary norms;
 - observance of recipes in the technological process of food preparation and distribution;
 - storage of daily menu food samples according to hygiene and meal serving norms;
 - resolving the notifications and complaints entered in the complaints register.

Art. 8. Canteen menus are established weekly by the administrator together with the chef, taking into account the students' proposals. Menus are then approved by the Deputy Administrative Director and displayed



daily on the notice board and on the University and Student League sites. Dietary or fasting menus are available upon request.

Art. 9. The university management together with the Administrative Department through its Deputy Administrative Director periodically analyse the menu compliance with rational nutrition and hygiene requirements.

Art.10. The meal is served for a fee, depending on the service: daily menu, a la carte menu, meals for d groups or vouchers.

Art.11. Canteen prophylaxis, transport, storage, preservation and food preparation norms are those established by the sanitary bodies. Rigorous observance of legal norms is mandatory.

Art.12. The canteen works on "a la carte" menu serving system. Depending on demand, this may involve offering an enriched menu, with on the spot payment and a wide range of foods, confectionery and pastries, soft drinks, coffee, fruit, etc.

Art.13. The canteen employs food preparation and serving services in accordance with the norms established by the Ministry of Education and Scientific Research. These include:

- preservation and storage of food and produce for the canteen;
- ensuring meal serving according to the approved programme;
- ensuring food preparation and its quality;
- ensuring the daily and general cleaning of the canteen and adjacent areas;
- ensuring the proper operation and maintenance of the canteen equipment and appliances;
- carrying out the norms established by the sanitary and fire protection bodies, as well as other tasks established by the competent superior bodies;
- observing application of labour safety and hygiene sanitary norms.

Art.14. The canteen administrator is responsible for:

- the entire administrative, household activity,
- inventory maintenance, integrity, and proper operation (fixed assets, inventory items, goods and packaging), according to Law 22/69,
- the integrity of received goods; takes security measures, prevents fires and thefts,
- together with the chef prepares weekly menu projects and is responsible for their observance, the quality and quantity of prepared and served food; these projects are approved by the General Administrative Director or his deputy;



- draws up the current and long-term food supply plan, in relation to the canteen needs and existing stocks,
- ensures the proper maintenance and functioning of installations and equipment, as well as the maintenance and cleaning of the premises,
 - obtains the annual sanitary and veterinary authorisation for canteen operation.
 - together with the chef, prepares the overall daily food list, food lists per menus, and supervises their dispatch from the warehouse;
 - monitors the daily display of the lists of needed and returned foods;
 - ensures the distribution and preparation of food supplies for food preparation according to the pre-established menu;
 - checks by sampling whether the food servings comply with the quantities established for the daily menu;
 - calculates and displays the number of calories per menu;
 - together with the chef places orders and convenes the food reception committee for food reception;
 - takes measures for food preservation and storage;
 - organizes and monitors the food preparation according to the number of a`la`carte subscriptions or orders;
 - instructs the canteen staff about the norms of labor protection, hygiene-sanitary, and fire protection rules, and monitors their observance;
 - the payments will be deposited at the university cashier's office;
 - makes proposals for equipping the canteen with crockery, cutlery and the necessary furniture;
 - draws up and submits for approval the programme of food and produce supply for the canteen;
 - is responsible for the recovery of any damages caused by the subscribers or by the staff;
 - is responsible for the entire administrative activity of the canteen;
 - keeps records of supplies (in sufficient quantity), avoids waste, and makes sure supplies are used in compliance with hygiene-sanitary prescriptions.
- takes care to ensure cleanliness of the canteen premises, annexes, and surroundings,
- is responsible for quality timely delivery of the services, solutions, and analyses, as well as for observance of the current legislation,
 - is disciplinary, materially and legally liable for failing to fulfill its duties in accordance with the legal provisions.



Art.15. The canteen also offers the possibility of preparing and distributing coffee-break products. It provides on-the-go catering where appropriate, serving UMFST G.E. Palade students and employees with a wide range of pastries, soft drinks, dairy, sweets, coffee, fruit, etc.

Chapter III. Consumers' rights and obligations

Art.16. Consumers' rights:

- to notify the Administrative Directorate through the Deputy Administrative Director of the quantity and quality of served food,
- to make proposals for menu and dining programme improvement,
- to use the canteen goods during meal serving.

Art.17. Consumers' obligations:

- to observe the meal serving schedule,
- to have a polite attitude towards the functional and service staff of the canteen,
- to use the material goods provided by the canteen with great care,
- to comply with the hygiene-sanitary norms,
- to maintain the dining room, common and adjacent canteen areas clean,
- to help themselves by taking the food from the self-service line and after serving the meal, to place the tray with the used crockery and cutlery in the specially designed area,
- to be materially liable for the damages caused, paying their equivalent value,
- it is forbidden to introduce alcoholic beverages, drugs in the canteen;
- smoking in the canteen is prohibited,
- it is forbidden to remove crockery and cutlery from the canteen.

Chapter IV. Penalties

Art.18. The following penalties will be applied for violation of the current provisions by permanent subscribers:

- a) a written warning,
- b) withdrawal of the right to subscribe or to serve meals in the canteen for a period of six months.

The following sanctions will be applied for extraordinary misconduct towards the canteen staff:

- c) a warning from the dean's office of the faculty where the student is enrolled;



Art.19. Penalties from art. 18 letters “a” and “b” are applied by the disciplinary committee appointed through the rector’s decision with prior notification of the General Administrative Directorate, while sanction “c” is applied by the dean of the faculty where the student is enrolled.

Art.20. The proposal for penalty application is taken in the student’s presence. The Administrative Board decides that the penalty remains final. The penalty decision can be alternatively taken in the student’s absence.

Art.21. A copy of the Administrative Board decision for student penalty will be submitted to the dean's office and included in the student's file.

Art.22. Appeals against penalties can be filed within 3 working days from the date of their communication to the student. Appeals will be resolved within 10 working days from the date of filing. Solutions that are given after the appeals remain final.

Chapter V. Clarifications

Art.23. The canteen functions all year round; by Administrative Board decision, a period necessary for repairs, arrangements, and general cleaning will be reserved annually. The activities and events d by the university represent a priority.

Art.24. The canteen administrator is responsible for carrying out this Regulation.

Art.25. The present Regulation was elaborated in compliance with the provisions of the Education Act no. 1 / 05.01.2011, institutional and complementary contracts concluded with the Ministry of Education and Research annually, Regulation of Organisation and Operation of UMFST G.E. Palade Târgu Mureș, Internal Regulation of UMFST G.E. Palade Târgu Mureș, adapted to the realities and specific aspects of the George Emil Palade University of Medicine, Pharmacy, Science, and Technology from Târgu Mureș, approved in the meeting of the Administrative Board.

The Senate of the George Emil Palade University of Medicine and Pharmacy of Tîrgu Mureș approved the present regulation on June 17, 2015, the date on which it enters into force.