

AFIA School canteen supervision Policy 2026\2027

AL Faisal International Academy

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To ensure a healthy and clean environment in the cafeteria, the following guidelines and policies must be followed:

1. Personal Hygiene for Staff:

- All staff must wash their hands thoroughly with soap and water before starting work and after using the restroom.
- Wear clean and appropriate clothing, including aprons and gloves if necessary.
- Staff should cover their hair with caps or hairnets if handling food.

2. Cleaning Surfaces and Equipment:

- Regularly clean and sanitize all surfaces used for food preparation, before and after each use.
- Ensure that all equipment (such as utensils and pans) is clean and free from food residue before and after use.
- Floors must be cleaned daily, and any spills or stains should be removed immediately.

3. Waste Management:

- Provide adequate trash bins throughout the cafeteria.
- Trash bins must be emptied regularly, and bags should be replaced when full.
- Organic waste should be disposed of in designated containers, and these containers should be cleaned and sanitized regularly.

4. Proper Food Storage:

- Store food at appropriate temperatures to prevent contamination or spoilage
- Keep food in sealed containers to prevent insect access or accidental contamination.
- Separate fresh and cooked foods to avoid cross-contamination.

5. Cleaning Tables and Floors:

- Clean tables after each meal using clean and sanitized cloths.
- Wipe the floors immediately if something is spilled to ensure there are no slipping hazards.
- Provide cleaning stations (like sanitizing wipes) for customers to use if needed.

6. Regular Inspections:

- Conduct regular inspections of the cafeteria to ensure adherence to cleanliness standards.
- Assign a cleanliness supervisor to monitor the consistent application of these policies.
- Provide feedback to staff who do not follow the guidelines and take necessary actions.

7. Awareness and Training:

- Train all staff on the basics of hygiene and food safety.
- Hold regular awareness sessions for staff on the importance of personal and environmental cleanliness.

8. Routine Maintenance:

- Ensure regular maintenance of all cleaning equipment such as vacuum cleaners, mops, and sanitizing tools.
- Immediately report any problems or malfunctions with equipment related to cleanliness to ensure prompt resolution.

9. Supervision responsibilities

a. Student Affairs : The Student Affairs officer Ms. Mayada is responsible for the daily supervision and management of the school canteen, student affairs officer will oversee the operation and ensure that it aligns with the schools values and policies .

b. Admin supervisor : Mr. Mabrouk ,an administrative supervisor , serves as an alternative point

of contact and support for canteen matters in the absence of student affairs officer, Mr. Mabrouk will collaborate with student affairs to ensure smooth canteen operation .

C. Nurse School : Ms. Ichraf Responsible for the cleanliness of the canteen and the personal hygiene of the canteen worker

Daily check of the bicycle food temperature and expiry date

D. Admin supervisor: Ms. Noha Communicating with Administration and Students:

Addressing complaints or feedback from students about the cafeteria and working on improvements.

Providing regular reports to the administration about the cafeteria's status.

By following these policies, we can maintain a safe and clean environment for everyone in the cafeteria

10.Canteen Committee Members

Names	Signature
Ms Sadia	
Ms Ichraf Mohammed	
Ms Noha	
Ms Mayada	
Ms Mabrouk	