

MARMARA UNIVERSITY

DIRECTIVE FOR THE SUPERVISION OF CANTEENS, CAFETERIAS, DINING HALLS, AND OTHER SOCIAL FACILITIES

PURPOSE

Article 1 - The purpose of this directive is to establish the procedures and principles for the supervision of canteens, cafeterias, dining halls, and other social facilities within the units of Marmara University, which are operated to meet the nutritional, recreational, and other social needs of students and staff, and to outline the working procedures and principles of the commissions formed for this purpose.

BASIS

Article 2 - This Directive is prepared based on Articles 46 and 47 of the Higher Education Law No. 2547 and Article 15 of the Higher Education Institutions' Medico-Social Health, Culture, and Sports Affairs Department Application Regulation.

DEFINITIONS

Article 3 - The terms used in this directive are defined as follows:

- a)** University: Marmara University,
- b)** Senate: The University Senate,
- c)** Executive Board: The University Executive Board,
- d)** Rector: The Rector of the University,
- e)** Department: The Health, Culture, and Sports Department,
- f)** Dining Hall: The University dining halls,
- g)** Facility: The facilities established within Marmara University and its units to meet the nutritional, recreational, and other social needs of students and staff.

SUPERVISORY COMMISSION FOR CANTEENS, CAFETERIAS, AND OTHER SOCIAL FACILITIES

ARTICLE 4 - The commission is established upon the recommendation of the department head and with the approval of the vice-rector to whom the department is affiliated. The commission consists of five members, including a chairman, and makes decisions by an absolute majority of the total number of members. The decisions made are reported to the department head.

The duties of the supervisory commission are as follows:

- a)** To supervise whether the provisions in the tender documents of canteens, cafeterias, and other social facilities are being complied with.
- b)** To establish the principles for the supervision of canteens, cafeterias, tea houses, stationery shops, etc., and submit them for the approval of the department head.
- c)** To supervise whether the physical conditions of the service areas are appropriate.
- d)** To perform supervision and control of all stages related to food hygiene during the storage, preparation, and presentation of food.
- e)** To inspect the general cleanliness and hygiene of the tools and equipment used in the preparation and presentation of food and beverages.
- f)** To check whether products in the facility's storage areas are stored under suitable conditions

and to verify the expiration dates of these products.

- g)** To supervise the general cleanliness and personal hygiene compliance of work clothes (gloves, sleeves, aprons, name tags, etc.) used by staff during service, ensure that staff undergo health checks (such as carrier examinations, chest X-rays, etc.), and verify that these checks are conducted.
- h)** To check whether occupational health and safety measures have been taken.
- i)** To verify that the required documents (insurance entry documents, carrier examination certificates, hygiene training participation certificates, photocopies of ID cards, criminal records, photos, etc.) specified in the tender documents for the staff working in the facilities are provided.
- j)** To supervise compliance with the price lists determined by the pricing commission, to ensure that price tags are present on products, and to ensure that the price list is displayed in a visible location.
- k)** To ensure that consumers are informed about the products offered by the facility.
- l)** To check whether the area or space for which rent dimensions are specified in the tender documents is used according to these dimensions.
- m)** To verify whether the facility is engaged in activities beyond those specified in the tender document and whether it is conducting unauthorized advertising.
- n)** To evaluate complaints and suggestions from students and staff and to propose solutions.
- o)** To inspect whether necessary measures against pests and rodents are taken according to relevant regulations, to remind facility owners to regularly apply pest control treatments, and to check and file the pest control reports for compliance.
- p)** To determine and ensure the pricing of the electricity and water consumption used by the facilities within the scope of the tender document.
- r)** To inform the department head about the necessary actions to be taken regarding any non-compliances identified during inspections.
- s)** To carry out other tasks assigned by the department head.

Cafeteria Inspection Committee

ARTICLE 5 - The committee is established upon the proposal of the department head and the approval of the vice-rector to whom it is subordinate. The inspection committee consists of at least three members, including one as the chairperson, and decisions are made by the simple majority of the total number of members. The decisions taken are reported to the department head.

Duties of the Inspection Committee:

- a)** To check whether the operators are operating in accordance with the conditions specified in the tender documents.
- b)** To inspect whether the physical conditions of the service areas are appropriate.
- c)** To perform inspections on the general cleanliness and hygiene of the tools and equipment used in the preparation and presentation of food.
- d)** To conduct hygiene checks related to the storage and preparation stages of food.
- e)** To inspect whether the staff changing rooms are orderly.

- f)** To check whether the staff are using the required work clothes (caps, masks, aprons, name tags, etc.) and maintaining personal hygiene (hair, beard, nails, etc.).
- g)** To verify whether the number of staff specified in the tender document is employed in the cafeterias.
- h)** To check whether the materials used in food production meet the specifications required in the technical specifications.
- i)** To verify whether the operator is using the approved quality and type of products in food production.
- j)** To inspect whether necessary measures against pests and rodents are taken according to relevant regulations, to remind facility owners to regularly apply pest control treatments, and to check and file the pest control reports for compliance.
- k)** To check the compliance of food sample weights collected from consumers during inspections with the technical specifications and, if necessary, have them analyzed.
- l)** To report any non-compliances identified during the inspection to the department head.
- m)** To carry out other tasks assigned by the Department Head.

ARTICLE 6 - This directive will come into effect on the date it is accepted by the Senate of Marmara University.

ARTICLE 7 - The provisions of this directive will be enforced by the rector.