



Reference documents:

Higher Education Act no. 199/05.07.2023

Pre-University Education Act no. 198/04.07.2023

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

Regulation of organization and function of George Emil Palade University of Medicine, Pharmacy, Science And Technology of Târgu Mureș

Internal Regulation of George Emil Palade University of Medicine, Pharmacy, Science And Technology of Târgu Mureș

Ordinance No 21/21.08.1992 on Consumer Protection, republished

RULES OF ORGANIZATION AND OPERATION OF CAFETERIA HESTIA

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Chapter I. General dispositions

Art. 1. The Cafeteria ensures the preparation and serving of meals for students, high school students and employees of UMPHST G.E. Palade Târgu Mureș.

Art. 2. The Cafeteria carries out its activity according to the provisions of Higher Education Act no. 199/2023, the University Charter, the Internal Regulation and the Regulation of organization and function of George Emil Palade University of Medicine, Pharmacy, Science, and Technology of Târgu Mureș.

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

Art. 4. The Cafeteria carries out activities of organization, conservation and storage of food and agro-food products for food preparation.

Art. 5. The Cafeteria is coordinated by the specialized referee, under the management of the Head of Service, subordinated to the Deputy General Administrative Director and to the General Administrative Director, according to UMFST G.E. Palade Organization Chart.

Art. 6. The Cafeteria operation programme and the allowance per person / day are approved by the Administrative Board based on the Head of Service proposal.

Chapter II. Canteen organisation and operation

Art. 7. At the Cafeteria level, the coordinator of the service is concerned with the observance of the meal serving program, of any complaints and suggestions from consumers and of other issues related to the smooth running of the microcanteen (including the menu suggestions), bringing them to the attention of the upper management. He/she guides and educates consumers in order and discipline spirit, respecting the self-service system and the recovery of damages caused by consumers.

Art. 8. The Canteen menus are established weekly by the Cafeteria coordinator together with the chef, taking into account the consumers proposals, those are then approved by the Head of Service. Menus are displayed daily on the Cafeteria notice board and on the Student League sites. Dietary or fasting menus are available upon request.

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

Art.10. The meal is served for a fee, depending on the service: daily menu, a la carte menu, meals for 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 Cafeteria works on „line” , on „daily menu” and "a la carte" menu serving system. The "a la carte" 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 Cafeteria, with functional and food service staff is in accordance with the rules established by the Ministry of Education. These include:

1. carries out conservation and storage work of agri-food and food products for the cafeteria;
2. ensures that the meals are served, is responsible for ensuring that the approved program is followed;
3. is responsible for the food preparing and for its quality;



4. ensures daily and general cleaning in / around the cafeteria;
5. ensures the proper functioning and maintenance of the facilities and equipment of the cafeteria;
6. carrying out the norms established by the sanitary and fire protection bodies, as well as other tasks established by the competent superior bodies;
7. ensures the application of hygiene and sanitary norms as well as those relating to health and safety at work.

Art.14. The Cafeteria coordinator is responsible for:

1. the entire administrative, household activity,
2. inventory maintenance, integrity, and proper operation (fixed assets, inventory items, goods and packaging), according to Law 22/69,
3. the integrity of received goods; takes security measures, prevents fires and thefts,
4. together with the team of chefs prepares the menu projects weekly and is responsible for follow them, and for the quality and quantity of prepared and served food;
5. draws up the current and long-term food supply plan, in relation to the canteen needs and existing stocks;
6. ensures the proper maintenance and functioning of installations and equipment, as well as the maintenance and cleaning of the premises, the cafeteria, annexes and surroundings;
7. annually obtains the annual sanitary and veterinary authorisation for canteen operation.
8. together with the tem of chefs, prepares the overall daily food list, food lists per menus, and supervises their dispatch from the warehouse;
9. monitors the daily display of the lists of needed and returned foods;
10. ensures the distribution and preparation of food supplies for preparation of food according to the pre-established menu, as well as the preservation of food samples from the daily menu is in accordance with the hygiene and serving the meal rules;
11. checks by sampling whether the food servings comply with the quantities established for the daily menu respecting the recipe as well as the technological process of food preparation and distribution;;
12. together with the chef places orders and convenes the food reception committee for food reception;
13. takes measures for food preservation and storage;
14. organizes and monitors the food preparation according to the number of a`la`carte subscriptions or orders;
15. instructs the cafeteria staff about the norms of labor protection, hygiene-sanitary rules, and fire protection rules, and monitors their observance;
16. the payments will be deposited at the university cashier's office every day. If the cashier's office is not in program, the collected amounts will be deposited in the safe at the guard post No. 1 in building No. 1. The transportation of the cash will be carried out by the University property car and with an escort provided by the head of the security unit;
17. makes proposals for equipping the canteen with crockery, cutlery and the necessary furniture;
18. draws up and submits for approval the annual supply for the cafeteria , draws up and submits for approval the of the cafeteria with food and agri-food products, the protection equipment, consumables for cleaning and maintenance of machineries and other services necessary for the proper functioning of the cafeteria;
19. keeps records of supplies (in sufficient quantity), avoids waste, and makes sure supplies are used in compliance with hygiene-sanitary prescriptions.



20. is responsible for delivery in time and in good condition of the services, solutions, and analyses, as well as for observance of the current legislation,

21. is disciplinary, materially and legally liable for failing to fulfill its duties in accordance with the legal provisions.

Art.15.

a. The canteen also offers the possibility of preparing and distributing coffee-break products on the occasion of events held under the university patronage and collegial meals (for a fee).

b. These will be carried out according to a schedule with the approval of the Deputy General Administrative Director.

c. Scheduling shall be made on the basis of a request completed and recorded at least 7 calendar days prior to the date of the event.

d. The approved request will be forwarded to the Cafeteria Coordinator who makes the food necessities and costs of the finished products.

Chapter III. Consumers' rights and obligations

Art.16. Consumers' rights:

1. to notify the General Administrative Directorate through the Deputy General Administrative Director of the quantity and quality of served food,

2. to make proposals for menu and dining programme improvement,

3. to use the cafeteria goods during meal serving.

Art.17. Consumers' obligations:

1. to keep the meal serving schedule,

2. to have a polite attitude towards the functional and serving staff of the cafeteria,

3. to use with care the provided goods to the cafeteria,

4. to comply with the hygiene and sanitary rules,

5. to maintain clean the dining room, the common and surrounding areas,

6. to help themselves by taking the food from the self-service line and after serving the meal, to place the tray with the used cutlery and dishes in the designed area,

7. to be liable for the damages caused, paying their value,

8. it is forbidden to introduce alcoholic beverages, drugs in the cafeteria,

9. smoking in the cafeteria is prohibited,

10. it is forbidden to take dishes and cutlery from the cafeteria.

Chapter IV. Penalties

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

a) a written warning,

b) withdrawal of the right to subscribe or to serve meals in the cafeteria for a period of six months. The following sanctions will be applied for extraordinary misconduct towards the cafeteria 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 apply a penalty is taken in the student’s presence. The Administrative Board decides that the penalty remains definitive. The penalty decision can be taken also in the student’s absence.

Art.21. A copy of the Administrative Board decision for the 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 registration. Solutions given after the appeal remain final.

Chapter V. Clarifications

Art.23. The Hestia Cafeteria functions all university year; according the Administrative Board decision, a period for repairs, arrangements, and general cleaning will be reserved every year. The activities and events initiated by the university represent a priority.

Art.24. The head of the catering service and the coordinator of cafeteria compartment is responsible for carrying out this Regulation.

Art.25. The present Regulation was elaborated in compliance with the provisions of the Higher Education Act no. 199/ 05.07.2023, institutional and complementary contracts concluded annually with the Ministry of Education, 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, and approved in the meeting of the Administrative Board.

The Administrative Board of the George Emil Palade University of Medicine, Pharmacy, Science, and Technology of Tîrgu Mureș approved the present regulation on September 4, 2024, the date on which it enters into force is September 5, 2024.