

HISAR SCHOOL FOOD COMMITTEE OPERATIONS DIRECTIVE

Article 1: PURPOSE OF THE DIRECTIVE

The purpose of this directive is to establish the Hisar School's Food Committee and to determine the operation method, authorities, and responsibilities of the committee.

Article 2: PURPOSE OF THE FOOD COMMITTEE

The purpose of the committee is to carry out operations regarding the food and canteen services offered at Hisar School such as quality, taste, hygiene, healthy nutrition, presentation, menu richness, and diversity, to evaluate the suggestions on these matters, and to solve the problems that may arise.

Article 3: ESTABLISHMENT OF THE FOOD COMMITTEE

Committee members will include 15 people as follows;

- i. Assistant General Manager in charge of Financial and Administrative Affairs
- ii. A total of three parents, one representing the preschool and elementary school, one representing the middle school, and one representing the high school, who are determined by the Parent-Teacher Association,
- iii. One administrator from each of Hisar School Preschool, Elementary School, Middle School, and High School,
- iv. Hisar School Financial and Administrative Affairs Director
- v. School Doctor/Health Services Director
- vi. OHS and Campus Technical Manager
- vii. Technical Services Manager (Secretary-Communication Officer),
- viii. Senior management and three administrative staff (project manager and food engineers) determined by the supplier company.

Depending on the agenda, the members of the committee may invite different participants to the meeting apart from the members mentioned above.

The term of office for the committee members is one year and is renewed at the beginning of each academic year in line with the PTA member changes. The members may be reappointed at the end of their term in office.

Article 4: MEETING, OPERATION AND DECISION MAKING PROCESSES OF THE FOOD COMMITTEE

- i. The committee meets once a month. However, when necessary and provided that all members are notified in advance, they can also meet outside of their regular schedule.
- ii. The meeting may take place only with the participation of the absolute majority of the members,
- iii. Assistant General Manager in charge of Financial and Manager or the Financial and Administrative Affairs Director chairs the meeting.
- iv. The meeting agenda is created by the secretary and a meeting invitation is sent. Meeting notes are recorded in the meeting invitation document that can be accessed by each member and archived.
- v. Meeting decisions are taken by the majority of votes.
- vi. The chairman of the committee would inform the Executive Board in relation to the decisions taken by the committee.
- vii. When necessary, the food supplier selection process is carried out by the School administration, but it is concluded by the Hisar School Executive Board following the evaluation and recommendation of the committee.

Article 5: DUTIES OF THE COMMITTEE

- i. To make suggestions on the improvement and maintenance of the quality of food services offered to the Hisar School students and employees by the contracted catering company and to take decisions for applying these suggestions,
- ii. To evaluate the suggestions received from all stakeholders of Hisar School and to provide feedback to those who made these suggestions about the related developments,
- iii. To evaluate and follow up on possible complaints regarding the food, (Parent/student problems submitted to the Food Committee are primarily replied to by the PTA representative within 3 working days. If the parent's dissatisfaction continues, the issue is to be re-evaluated by the committee (Vice Principal of the School, School Doctor, and Technical Manager), and the relevant managers will give feedback to the parent within 3 working days.
- iv. To follow up on the drive file containing the parents' suggestions and complaints, (the file is to be updated by the relevant committee member who follows up on the subject.)
- v. To prepare and announce monthly meal menus,
- vi. To conduct a satisfaction survey on food satisfaction in each academic term and to announce its results,
- vii. To take measures to ensure that the meals are nutritious, attractive, and delicious in a way to meet the needs of students,
- viii. To ensure *compliance with the Ministry of National Education's "Food Businesses Control and Inspection Implementation Principles in Schools/Institutions"* notice, food contract and directive articles,
- ix. To carry out their operations under the Hisar School Executive Board and to inform the Executive Committee every quarter,

Article 6 - EVALUATION OF SUGGESTIONS AND DECISION-MAKING

The committee members designated by the school administrations have the authority to represent the schools they are affiliated with at a decision-making level, and the Food Committee has the authority to make decisions in accordance with their duties defined above.

If the suggestion submitted for the committee's decision is related to the nutritional conditions offered in the contract signed between Hisar School and the supplier company before the start of the academic year, then at least one week is granted to the relevant parties to evaluate the said suggestion. At the end of the evaluation period, the parties start the process for the implementation of the proposed change, within the bounds of possibility. If the proposed change cannot be implemented in consequence of the terms of the contract, the parties notify the justifiable reasons for the matter and offer alternative solutions.

In the event of any changes to the suggestions, the opinion of the Hisar School Doctor, and the OHS-Campus Technical Manager is asked, and the condition of compliance in terms of health/safety regarding the suggestion is required.

If the suggestion submitted to the committee is specifically for a change in preschool, elementary school, middle school, or high school nutrition processes, this suggestion is to be decided following the evaluation by the management of the relevant schools.

Article 7: ENFORCEMENT

This directive enters into force with the approval of the Hisar School Executive Committee and the Committee begins its operations.

Article 8: EXECUTION

The provisions of the directive are executed by the Hisar School Executive Board.

MEMBERS OF THE FOOD COMMITTEE	
1-President	General Manager Assistant (Financial and Administrative Affairs)
2-3-4- Member	Parent-Teacher Association Members
5- Member	Vice Principal - Preschool
6- Member	Vice Principal - Elementary School
7- Member	Vice Principal - Middle School
8- Member	Vice Principal - High School
9- Member	Financial and Administrative Affairs Director
10- Member	School Doctor/Health Services Director
11- Member	OHS and Campus Technical Manager
12- Member	Technical Services Manager (Secretary-Communication Officer),
13-14-15 Member	Food Services Supplier Company Senior Management Representatives (Project Manager and Food Engineers)