**SOP FOR FOOD SUPPLY, KITCHEN AND CATERING UNIT**

In case of emergency and while combating COVID-19, the FOOD supply, kitchen and catering team shall ensure and shown in the chart.

**MHSS Kitchen**

**1/Mr.Kinga Rinchen -17749931 Chief Coordinator)**

**2) Teacher Members (10 Heads) to assist cooking & packaging**

**3)Cooks-6 Nos**

**Gewog Food Supply Team**

|  |  |  |
| --- | --- | --- |
| Dorji Rinchen | Chali | 17628743 |
| Phub Dorji | Balam | 77873164 |
| Karma Wangdi | Chaskhar | 17663705 |
| Tshering Wangdi | Dremtse | 17121613 |
| Karma T Rinzin | DRepong | 17522095 |
| Tshering Dorji | Gongdue | 17912331 |
| Karma Tenzin | Jurmey | 17275103 |
| Tek.Bdr Tamang | Kengkhar | 17807190 |
| Ugyen Samdrup | Mongar | 77637451 |
| Phuntsho Dorji | Narang | 16918353 |
| Deki Tshomo | Ngatsang | 17961097 |
| Yanki | Saling | 17495438 |
| Sangay Jamtsho | Shermung | 17903969 |
| Karma | Silambi | 17873214 |
| Sangay Wangdi | Thangrong | 19712446 |
| Gem Tshering | Tsakaling | 17654458 |
| Sonam Phuntsho | Tsamang | 17715220 |

**Meals & Catering Team**

1)***Mr.Tenzin Dorji-DLO 17682162 In Charge)***

**Food Quality Control Team (BAFRA)**

|  |  |
| --- | --- |
| Damcho Norbu (OIC) | 77302459 |
| Dawa Gyeltshen | 17643364 |

**FOOD SUPPLY & CATERING UNIT**

Mr.Kunzang Tshering DAO, Chief Coordinator (77790331)

Mr.Norbu Tshering,ADLO Assist Coordinator (17703751)

tsheringk@mongar.gov.bt

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| **Food Supply to Towns** |
| Mongar |  |  |
| Gyalpozhing |  |  |
| Lingmithang |  |  |
| Yadi |  |  |
| Dramedtsi |  |  |
| Kilikhar |  |  |



**RESPONSIBILITIES**

1. **CHIEF COORDINATOR**

The Chief Coordinator shall;

1. Call meeting of all the members and inform about the action plan of the team.
2. delegate job with the appointment of site coordinators and respective team members (site coordinators and team members as annexed);
3. Specify the roles and responsibilities of team coordinator and their team members.
4. Collect standard menu and meal timings from Health Ministry through DHO/MS and submit to site cooking coordinators.
5. The frequency and timing for serving meal and refreshment shall be fixed and inform to kitchen & catering team.
6. **MEALS & CATERING**

 **2.1 Meals and catering in-charges shall;**

1. Liaise with identified catering centers and acquire the cooking, catering and packaging materials.
2. Arrange additional utensils and materials if required from Dzongkhag store and schools.
3. In collaboration with respective site meal and catering coordinators shall maintain records of utensils and packaging materials
4. Identify additional cooking places; arrange cooks, meal packaging team member during the worst case scenario.
5. Receive an updated number of isolated and quarantined patients on daily basis through consultation with quarantine coordinator for catering meals & refreshments.
6. Ensure that the cooking sites are facilitated with adequate cooking materials.
7. Collaborate with chief coordinator and procurement team for materials supply.
8. Inform the Kitchen & catering team on menu a day ahead depending upon the situations.
9. Ensure packing of meals as per the requisition received and dispatch accordingly to the respective sites.
10. Draw implementation work plan through identification of individual members for cooking, helping, washing, packaging and dispatching teams and work accordingly.
11. Liaise/communicate with transportation team coordinator for transportation of food and refreshment items to different quarantine/isolation sites on time.
12. Ensure that re-usable utensils/packing materials are returned by transportation team.
13. Ensure that Gewog coordinators are assigned to assist the site coordinators in case there is no need for supplying of essential food items to Gewogs.

**2.2 Meals and catering Members shall;**

1. Cook meals and make ready per the requisition received
2. Pack meals as per the requisition received and dispatch accordingly to the respective sites.
3. Reach to quarantine centers and handover to the concerned in charges at the centers
4. Carry out any additional task given by the commander and any other authority/agency associated with COVID-19 combat.
5. **GEWOG FOOD SUPPLIES**

On the direction of the Chief coordinator, the in-charges of Food supply for the respective Gewog shall;

1. Ensure continuous and uninterrupted supply of essential food items to the Gewogs by liaising with FCB/Shops, Gewog food supply team coordinator, and procurement team anytime.
2. Obtain list of household food items requirement from Gewogs, compile and submit to procurement team for procurement, packing and distribution to the Gewogs on immediate need basis.
3. Along with Procurement coordinator, liaise with FCB/Shops to pick up food supplies and drop to designated places in the Gewogs
4. Ensure food items are handed over to the Gewog in-charge and complete handing over and taking over note.
5. Liaise with Gewog food supply in-charge, preferably Agriculture Extension Officer, to ensure households have received the foods items and paid with an action taken report
6. Ensure that Gewog Agriculture Extension Officers in collaboration with Gewog administration works out household wise basic food stock availability/deficit.
7. Compile requisitions submitted by the households through Geog agriculture officer and submit to chief coordinator for food supply arrangement.
8. Ensure that Gewog agriculture extension officer collects the bill payments from individual households and submit to procurement unit for settlement to concerned shops or FCB.
9. Ensure Gewog Agriculture Extension officer has detail records of Gewog cereals and vegetables in stocks and should supply as per demand list to the town.
10. Carry out any additional task given by the commander or any other authority/agency associated with COVID-19 combat.
11. **FOOD QUALITY CONTROL**

BAFRA shall ensure the regulation of food standards and quality as per BAFRA rules and regulations

1. **REVIEW & FEEDBACK**
2. At the end of each day, chief coordinator, Asst. coordinator, & in-charges shall convene meeting of members and review day’s program. During the meeting, team shall update the future catering requirements liaising with quarantine team and commander.
3. The in-charges shall submit the details of meals prepared and dispatch report to overall kitchen & catering coordinator and further submit to chief coordinator for planning and feedback.
4. The Chief Coordinator shall submit daily reports on issues related to food and supplies to the Commander of ICS for feedback & suggestions.

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|  **Food Requisition form-01 Date:……………………….** |
| **Sl.No** | **Name of the Quarantine/Isolation Station** | **No of Patient** | **No of Medical Personals** | **No of Security Officials** | **Others** | **Total Heads** | **Remarks** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Verified by quarantine coordinators: :Submitted to meal & catering coordinator** |

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|  **Food Items Requisition form-2 Date:……………………….** |
| **Sl.No** | **Particulars** | **Unit** | **Qnty** | **Remarks** |
|  |  |  |  |  |
|  |  |  |  |  |
| **Verified by chief Meal & Catering Coordinator Submitted to Food Supply Chief Coordinator** |