

THE SELECTION PROCESS OF FOOD HANDLERS

VOLUNTEER FOOD HANDLERS ADVERTISEMENT AND SELECTION

School hereby invites applications from parents/guardians for the Services of the Volunteer Food Handler (VFH) to prepare meals for its learners in terms of the National School Nutrition Programme.

The required duties for the position are:

1. **Prepare and serve nutritious meals to learners on time:**
2. Take cooked food to classes and help educators to serve learners in their classrooms.
3. Provide water facilities for all learners to be able to wash their hands before and after the meal.
4. Clean the preparation areas after use.
5. Clean cooking equipment and cooking and eating utensils after use.
6. Clean storage areas on a regular basis and manage stock properly.
7. Manage stock of all equipment and utensils.

Minimum Requirements:

Applicant must be a parent/guardian of a learner/s at the school

Applicant must be a South African citizen

Applicant must be unemployed

Herein under would be added advantages if an applicant:

Preference will be given to applicants who:

- Live close to the school
- Have previous experience in food service
- Have not recently been engaged by the school as a Volunteer Food Handler

Volunteer Food Handlers will be paid a stipend as determined by the Division of Revenue Act 2 of 2016

BOTLEBATHUTO PRIMARY SCHOOL

TEL/FAX: 051 743 1803

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P.O BOX 54

EDENBURG

9908



Selection of voluntary food handlers

The announcement for parents who are willing to feed our learners daily is often done at parents meeting by the principal

The interested parents comes to school to register their names with the educator responsible for Nutrition

The parents will be appointed according to their sequence on the register book.

Regards

LEEuw M.W [PRINCIPAL]

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education

Department of Education
FREE STATE PROVINCE

Enquiries: T Masheane Tel: 051 4044577 Email: masheanet@edu.fs.gov.za
File Name: NSNP
REF. NO.: NSNP 01/03/16

Motheo District

16 March 2016

The Principal and the Staff
Attention: NSNP Committee

Dear Madam / Sir

RE: NATIONAL SCHOOLS NUTRITION PROGRAMME ACTS AND POLICIES

This letter serves as a reminder to the NSNP Non – Negotiable specifications as per NSNP Financial Management Guidelines Workshops held recently. All schools participating in the National School Nutrition Programme are expected to comply with the:

- i. **Voluntary Food Handlers:** According to standardisation of NSNP Procedures and Division of Revenue Act (DoRA) Voluntary Food Handlers must be appointed in accordance with the Financial Year, that is, from 1st April till 31st March of the following year. This means **all current Agreements between the schools and the Voluntary Food Handlers must come to an end at the end of March 2016. Newly appointed Voluntary Food Handlers will sign Common Service Level Agreement with effect from 1st April 2016 till 31st March 2017.** Stipend for each Voluntary Food handler will be R1 000.00 from April 2016 till 31st March 2017. Schools will receive copies of new Agreement from District Office. An exception has been made for Voluntary Food Handlers who commenced duty in January 2016 to be re – appointed as from April 2016 till 31st March 2017. Substitutes or replacements will only serve for the remaining period not twelve months.
- ii. **Local Women Cooperatives:** It is compulsory for schools to utilise services of Local Women Cooperatives for supply of raw food on six months basis. Appointment must be based on Food Items Unit Price, not Tariff per learner. Payment should be by cheque once a month after the food supplier has rendered service.
- iii. **Bench Mark:** Schools are expected to spend money within the Budget Allocation. School must calculate the Bench Mark: Number of learners X R2.15 (Primary Schools and R2.95 Secondary Schools).
- iv. **Monthly Reports:** Schools are expected to submit monthly reports as per Reporting Pack availed to schools. Report Pack must include Copy of latest Bank Statement (1), Daily School Feeding Calendar (2), Daily Food Handler/s Attendance Register, an Acknowledgement of Payment Form for Voluntary Food Handler/s, Monthly Expenditure Report, Copies of Invoices/Supporting Vouchers as proof of actual payment made. (4) (5)

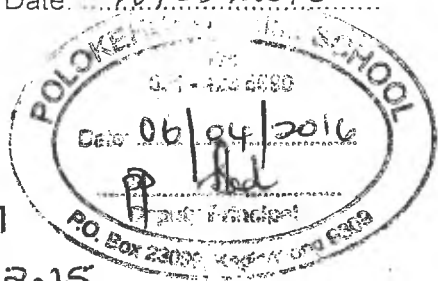
Yours in service delivery

T Masheane

TE Masheane:

Learner Support Coordinator: Motheo District

Date: 16/03/2016



Number of Learner at Polokuhong = 1147

X 2,15

