



INDIAN SCHOOL

RAS AL KHAIMAH

School Pantry Policy

This policy & procedures are reviewed annually to ensure compliance with current regulations.

Approved/ Reviewed by	
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Role	Administrator
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Signature	



School Pantry Policy

1. Purpose

The purpose of the Pantry Policy is to ensure the safe, hygienic, and efficient use of the school pantry. The policy sets clear guidelines for all staff members to maintain a clean environment, prevent contamination, and promote responsible use of shared facilities.

2. Scope

This policy applies to all teaching staff, administrative staff, support staff, and authorized visitors who use pantry areas within the school premises.

3. General Guidelines

- The pantry is intended for preparing and consuming beverages and light snacks only.
 - Cooking full meals inside the pantry is strictly prohibited.
 - Pantry equipment (microwave, kettle, refrigerator, water dispenser) must be used responsibly and kept clean after each use.
 - Personal items must be labeled clearly with the owner's name and date.
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4. Hygiene and Cleanliness

- All users must clean up immediately after themselves. This includes wiping surfaces, cleaning spills, and disposing of waste properly.
 - Food waste must be disposed of in designated bins and not left on counters or in sinks.
 - The refrigerator will be cleaned weekly, and unclaimed or expired items will be discarded.
 - All pantry utensils and appliances must be sanitized regularly by housekeeping staff.
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5. Health & Safety

- Only approved electrical appliances may be used in the pantry.
 - Users must report any damaged equipment immediately to the Admin Office.
 - Hot appliances (e.g., kettle, microwave) must be handled with care to prevent burns.
 - No flammable materials, chemicals, or hazardous items may be stored in the pantry.
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6. Food Storage

- Personal food items may be stored in the refrigerator but must be removed at the end of each week.
 - Items without names or dates will be disposed of during weekly cleaning.
 - The pantry may not be used to store bulk food supplies for long periods unless authorized.
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7. Access and Conduct

- The pantry is for staff use only and not for students unless part of a supervised activity.
 - Users must maintain respectful behavior and ensure items are shared appropriately.
 - Theft, misuse, or damage of pantry property will lead to disciplinary action.
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8. Stock and Supplies

- Basic pantry items (e.g., tea, coffee, sugar, drinking water) will be provided by the school based on availability and budget.
- Users should notify the Admin Office when stock needs replenishment using the designated form.

9. Responsibilities

Staff Members

- Maintain cleanliness after every use.
- Follow hygiene and safety guidelines.
- Report issues promptly.

Housekeeping Team

- Conduct daily cleaning of floors, surfaces, and bins.
- Sanitize appliances and restock supplies when needed.

Administration

- Oversee maintenance and replacement of pantry appliances.
- Ensure policy compliance.

10. Monitoring and Review

- The Admin Office will periodically observe pantry conditions and issue reminders if needed.
- This policy will be reviewed annually or as required to maintain safety and efficiency.