



OFFICE OF THE DIRECTOR: NATIONAL SCHOOL NUTRITION PROGRAMME

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:

Enquiries: **Mr. LS ketile** -Tel: 040 608 4170 . Fax :040 608 4372. Email:

Website: www.ecdoe.gov.za

MEMORANDUM

TO : DISTRICT DIRECTORS

: CHIEF EDUCATION SPECIALISTS – ESSS

: EDO'S

: SCHOOL PRINCIPALS

: SGB'S

: NSNP MONITORS

FROM : DIRECTOR – NATIONAL SCHOOL NUTRITION PROGRAMME

DATE : 20 JANUARY 2022

SUBJECT : MANAGEMENT PROCESS FOR THE APPOINTMENT OF VOLUNTEER FOOD HANDLERS/MEAL SERVERS IN SCHOOLS – 2022/23

The National School Nutrition Programme is mandated to deliver safe and nutritious meals on time to more than 1.5 million learners in over 4800 no fee schools across the province. This is a programme which seeks to, among other things, enhance teaching and learning capacity. All this is achieved mainly due to the dedication and hard work of the local women and youth who are engaged by SGB's as VFH/meal servers, in order to prepare meals.

This memorandum therefore seeks to highlight a few matters in relation to the contracts as well as trainings. Districts are requested to NOTE the following changes and updates for 2022/23 financial year:

- The current contracts comes to an end on 31 March 2022.
- Schools/SGB's/Principals must ensure that no money is owed to any meal server to avoid litigations.



- On appointment of the new cohort of meal servers, schools MUST ensure the adherence to policy prescripts and NSNP Implementation Guidelines such as:
 - Availability of SGB minutes
 - Signed contract
 - Appointment of a person(s) whose child(ren) go to the same school failing which, the individual(s) should reside in the same locality as the school.
 - Extension of contracts, at the expense of appointing and spreading the opportunities to other individuals, MUST be avoided at all cost, unless reasonable circumstance prevails.
 - All necessary legal documentation must accompany the contract when submitting to district by schools.
 - **For the duration of the contract as well as reduction and change in enrolment, please refer to paragraph three (3) of the contract. The contract is for twelve (12) months.**

The deadline for the appointment of the new VFH is the **11 February 2022** and districts MUST ensure that ALL newly appointed meal servers are trained on **Food Safety; Meal Preparation; Stock Management and Control**. The training is expected to be finalised before they resume duties on the 01 April 2022. All new contracts should then be copied and submitted to districts for filing and database management.

Attached hereto is the copy of the contract template.

For queries please contact Mr. Ketile on 040-6084170 or email: linky.ketile@ecdoe.gov.za

MR. E.W. SCHEUN
ACTING DIRECTOR – NSNP

20 January 2022
DATE