

# **POLICY AND PROCEDURE CONCERNING FOOD SERVICE**

## **I. PURPOSE**

To provide for the nutritional needs of individuals served who reside in a twenty-four hour setting, including specialized diets as prescribed, as well as to outline sanitation practices associated with food service. This procedure is also implemented in order to assure compliance with Regulations: Title 175 Ch.3 004.09 through 004.09D3 inclusive.

## **II. AUTHORITY**

This policy and procedure has been implemented with the approval of the Governing Board and/or its designee.

## **III. PROCEDURE**

### **A. Menu Planning**

1. At a meeting for individuals served, menu planning will begin with their input regarding food preferences. These preferences, ethnic culture, season of the year, and any special needs will be incorporated into the menu planning.
2. Exchange list type menus will be approved by a dietitian. Actual menus will be prepared by the people in the residence, at least one week in advance.
3. Therapeutic diets must be prepared by a dietitian using exchange list type menus.
4. Substitutions may be used, but must be recorded, and must be of equal nutritional value.
5. Records of menus will be kept on file for six months.

### **B. Food Purchasing**

1. Individuals supported by the agency will participate in purchasing food, i.e., meal planning, grocery list preparation, grocery shopping, choosing a dessert, etc.
2. Menus will be used in making the grocery list.
3. Foods purchased will be:

- a. from approved sources that comply with laws relating to food and food labeling (foods from a grocery store, USDA approved cans, bottled foods and meats, etc.).
- b. free from spoilage, filth, and contamination.
- c. eggs that are whole and clean, with un-cracked shells. Frozen, liquid or dried packaged and commercially prepared hard-boiled eggs may be used.
- d. fresh garden vegetables, if desired.
- e. milk products that are Grade A pasteurized.

C. Food Storage

1. Food will be stored at least six inches from the floor.
2. When removed from the original packaging, food will be stored in a clean covered container.
3. Packaged food will not be stored in contact with water or un-drained ice. Wrapped sandwiches will not be stored in direct contact with ice.
4. A refrigerator will have a thermometer and the temperature will be maintained at 33-45 degrees F.
5. Frozen foods will be stored at 0 degrees F. or below.
6. Food which has been previously cooked and not served must be quickly brought to a core temperature of 45 degrees F. or below and stored in a sealed and labeled/identifiable container.

D. Food Preparation and Clean-up

1. Individuals supported by the agency will participate in food preparation and serving, i.e., pouring into a bowl, carrying food to the table, stirring, etc.
2. All persons involved in food preparation will wash their hands with soap and warm water before and as often as needed to keep clean.
3. Surfaces will be cleaned, rinsed, and sanitized prior to, and after, preparing each food, using a sanitizing solution.
4. Raw fruits and vegetables will be thoroughly washed in clean water.

5. In addition to cooking from the frozen state, foods will be thawed in one of three ways:
  - a. In the refrigerator
  - b. Under running water at a temperature of 70 degrees F. for no more than two hours.
  - c. In a microwave, if it is part of a continuous process in the microwave, or if the food will be transferred immediately to conventional cooking facilities.
  
6. Food must be cooked to, and served at, a core temperature of 140 degrees except:
  - a. Poultry, poultry stuffing, stuffed meats-165 degrees F. with no interruption in cooking.
  - b. Pork products-150 degrees F. with no interruption in cooking.
  - c. Rare roast beef/beef steak-130 degrees F.

E. Dining Area

1. The dining area will be equipped with tables, chairs, eating utensils, and dishes to meet the developmental needs of the individuals who can, and choose to, eat at the table.
2. Dining areas will be adequately staffed to:
  - a. Direct self-help eating skills
  - b. Assure that each individual receives adequate amounts and varieties of food.

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