

PATHWAYS ABILITIES SOCIETY

PROCEDURE: FOOD AND NUTRITION

Applies to: All Residential Personnel

Effective/Revision Date:

September 19, 2005

September 12, 2011

January 25, 2013

March 31, 2014

June 17, 2015

February 19, 2018

1. A copy of staff's Food Safe certificate will be maintained in the employee file.
2. Individuals with specific dietary needs will have those needs documented by a health professional.
3. Staff will be trained on the specific dietary needs of each person served.
4. Home members and staff will develop menus that reflect culture and food preferences.
5. Changes to the menus will be documented and the menu kept for a one- year period.
6. Home members and staff will shop for groceries; participate in meal preparation and cleanup.
7. Grocery receipts are returned to the finance department and kept for a 10 year period.
8. The Supervisor or designate monitors food service monthly in ShareVision. He/she documents food texture, taste, appeal, portion size and seeks input from the home members consuming the prepared meals.
9. The Supervisor or designate annually through satisfaction survey's solicits input into the food quality from family members.
10. Staff concerned with a person's nutritional intake will report their concerns to the supervisor.
11. The supervisor arranges for the person to see their physician.