JOB TITLE
Food Service Supervisor/Certified Dietary Manager

Job Description: Will plan, organize, direct and coordinate all operations of the dietary department.

Accountability: Food Service Supervisor reports to the Administrator

Equipment used: Standard kitchen equipment such as meat slicer, food processor, blender, etc.

Environment: Inside: 95% Outside: 5%

Duties and Responsibilities:
Except as specifically noted, the following functions are considered essential to this position.

1. Required to assume accountability for the organization and implementation of approved policies and procedures of the dietary department.
2. Required to assure responsibility for the dietary department compliance to federal, state and local regulations.
3. Required to assess and document the nutritional needs of each resident in accordance with the resident comprehensive assessment and care plan.
4. Required to review all regular and therapeutic diets and menus and ensure they are served accordingly.
5. Required to record all permanent menu substitutions.
6. Required to counsel residents regarding dietary likes and dislikes, appetite, food habits and therapeutic menus.
7. Required to assess and document residents’ cultural backgrounds that may affect food consumption.
8. Required to evaluate and make recommendations regarding the serving times of meals, sanitation, and food handling procedures.
9. Required to evaluate and make recommendations regarding food service equipment.
10. Required to evaluate food based on nutritional adequacy, method of preparation, taste, appearance, serving temperature and portion size.
11. Required to order food and supplies according to established method.
12. Required to act as a liaison between Dietary Department and residents.
13. May be required to plan and conduct in-service training programs for food service employees, nursing and nursing assistants.
14. May be required to carry out duties of other dietary personnel as needed.
15. Required to evaluate and determine an adequate level of staffing for the dietary department.
16. May be required to perform other duties as directed by supervisor.
17. Required to attend all mandatory inservices.

__________________________________________  Food Service Supervisor
Signature              (Job Title)
ADEQUACY OF DIETARY STAFF

POLICY:

A sufficient number of Dietary personnel are employed to meet the dietary needs of the residents.

1. Dietary employees are on duty from __________ AM to __________ PM.

2. Dietary employees are oriented and trained to perform assigned duties and receive regular inservice education.

3. Dietary employees are not normally assigned duties outside the Dietary Department.

4. Work assignments and duty schedules are posted.

PROCEDURE:

1. The Dietary Manager will develop and post the staffing schedules on an ongoing basis.

2. The Dietary Department shall be open for 12 or more hours each day.

3. The Dietary Manager and the Dietitian are responsible for training all employees in the performance of their duties.

4. Inservice education will be carried out on a monthly basis and more frequently as needed.

5. The Dietary Manager is responsible for seeing that posted schedules and work assignments are fulfilled.
JOB DESCRIPTION

POLICY:

A written job description shall be available for each Dietary employee, shall coincide with actual tasks performed by each employee, and can be used as the governing system of the Dietary Department.

PROCEDURE:

1. Written job descriptions must be signed by each employee in the department. These are used as a guide to basic duties and as a means of coordinating the overall work output of the department.

2. Job descriptions should be developed by the Dietary Manager in conjunction with the Dietitian and must be approved by the Governing Body.

3. The written job description coincides with the actual tasks performed.

4. Job descriptions provide an excellent orientation and training tool for the new employee.
Physical Activity Requirements:

Primary Physical Requirements:

Lift up to 10 lbs:  Frequently required when preparing various food items and using kitchen equipment, e.g., cutting five-pound hams on industrial-sized slicer.

Lift 11 to 25 lbs:  Occasionally required when lifting kitchen equipment filled with soups or stews.

Lift 26 to 50 lbs:  Infrequently required when lifting 50 pound bag of potatoes. This can be deferred to other workers if employee is not able to lift this amount, or may receive assistance on items over 25 lbs.

Lift over 50 lbs:  Not required.

Carry up to 10 lbs:  Frequently required when carrying various food items within the kitchen area (5 to 20 feet).

Carry 11 to 25 lbs:  Infrequently may be required to carry filled pot from one burner to another (2 to 5 feet).

Carry 26 to 50 lbs:  Infrequently may be required to assist in carrying 50 lb bags of potatoes 5 to 15 feet. (For loads over 25 lbs, two people should be used.)

Carry over 50 lbs:  Not required.

Reach above shoulder height:  Occasionally required when reaching for food items in refrigerator or spices on shelves.

Reach at shoulder height:  Frequently required while cooking.

Reach below shoulder height:  Frequently required when cleaning kitchen area.

Push/Pull:  Occasionally may be required when pushing and pulling baking sheets from the oven with little resistance.

Hand Manipulation

Grasping:  Frequently to constantly required while cooking and preparing food.

Handling:  Frequently required while cooking and preparing foods.

Torquing:  Infrequently may be required when adjusting knobs in slicer.

Fingering:  Infrequently may be required if facility bakes own bread (kneading bread).

Controls & Equipment:  Standard kitchen equipment, e.g., meat slicer, food processor, blender.

Other Physical Considerations

Twisting:  Occasionally may occur while cooking

Bending:  Occasionally may occur when required to clean lower shelves

Crawling:  Not required

Squatting:  Occasionally may be required while cleaning or retrieving items from lower shelves

Kneeling:  Not required

Crouching:  Not required

Climbing:  Occasionally required

Balancing:  Not required

During an 8 hour shift, employee is required to:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Consecutive Hours</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sit</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Stand</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Walk</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

Work Surface

Tile floors and metal or wood counter

Food Service Supervisor (Job Title)
Cognitive and Sensory Requirements:

Talking: Necessary for communicating with others.

Hearing: Necessary for taking instruction from others.

Sight: Necessary for doing job effectively and correctly.

Tasting and Smelling: Necessary for testing quality of food products.

Specific Vocational Preparation or experience requirements:

1. Short demonstration only.
2. Anything beyond short demonstration up to and including 30 days.
3. Over 30 days up to and including 3 months.
4. Over 3 months up to and including 6 months.
5. Over 6 months up to and including 1 year.
6. Over 1 year up to and including 2 years.
7. Over 2 years up to and including 4 years.
8. Over 4 years up to and including 10 years.
9. Over 10 years.

Licensure/Certificate Requirements:

Completed Dietary Manager Course or enrolled in course within first month of employment.

Other Training, Skills, and Experience Requirements:

Summary of Occupational Exposures:

Bloodborne Pathogens:

Tasks and procedures performed by employee involve risks classified by CDC as:

Category III (Task/Activity does not entail predictable or unpredictable exposure to blood).

This position typically does not involve Category I or II exposure risk; however, if employee is trained in first aid, some emergency procedures may entail Category I or II exposure risks.

Refer to Exposure Control Plan for additional information.

Miscellaneous:

Other Considerations and Requirements:

This is primarily a standing position where an employee may be required to stand in one place for extended periods of time throughout an 8 hour shift. Also exposed to extreme heat and cold.

_________________________   _______________
Signature                      Food Service Supervisor (Job Title)
Job Title
Assistant Food Service Supervisor

Job Description: Will assist in planning, organizing, directing, and coordinating all operations of the dietary department.

Accountability: Assistant Food Service Supervisor reports to the Food Service Supervisor

Equipment used: Standard kitchen equipment such as meat slicer, food processor, blender, etc.

Environment: Inside 95% Outside 5%

Duties and Responsibilities:

Except as specifically noted, the following functions are considered essential to this position.

1. Required to assist Food Service Supervisor in the organization and implementation of approved policies and procedures of the dietary department.
2. Required to assist Food Service Supervisor in ensuring dietary department's compliance to federal, state, and local regulations.
3. May be required to assess and document the nutritional needs of each resident in accordance with the Resident Comprehensive Assessment and Care Plan.
4. May be required to review all regular and therapeutic diets and menus, and ensure they are served accordingly.
5. May be required to record all permanent menu substitutions.
6. May be required to counsel residents regarding dietary likes and dislikes, appetite, food habits, and therapeutic menus.
7. May be required to assess and document residents’ cultural backgrounds that may affect food consumption.
8. May be required to evaluate and make recommendations regarding serving times of meals, sanitation, and food handling procedures.
9. May be required to evaluate and make recommendations regarding food service equipment.
10. May be required to evaluate food based on nutritional adequacy, method of preparation, taste, appearance, serving temperature, and portion size.
11. May be required to order food and supplies according to the established method.
12. May be required to act as a liaison between the Dietary Department and residents.
13. May be required to plan and conduct in-service training programs for food service employees, nurses, and nursing assistants.
14. May be required to carry out duties of other dietary personnel as needed.
15. May be required to perform other duties as directed by supervisor.
16. Required to attend all mandatory in-services.

______________________________
Signature

______________________________
Assistant Food Service Supervisor
(Job Title)
**Physical Activity Requirements:**

**Primary Activity Requirements:**

Lift up to 10 lbs: Frequently required when preparing various food items and using kitchen equipment, e.g., cutting five-pound hams on industrial-sized slicer.

Lift 11 to 25 lbs: Occasionally required when lifting kitchen equipment filled with soups or stews.

Lift 26 to 50 lbs: Infrequently required when lifting 50 lb bag of potatoes. This can be deferred to other workers if employee is not able to lift this amount, or may receive assistance on items over 25 lbs.

Lift over 50 lbs: Not required.

Carry up to 10 lbs: Frequently required when carrying various food items within the kitchen area (5 to 20 feet).

Carry 11 to 25 lbs: Infrequently may be required to carry full pots from one burner to another (2 to 5 feet).

Carry 26 to 50 lbs: Infrequently may be required to assist in carrying 50 lb bags of potatoes up to 5 to 15 feet. (For loads over 25 lbs such as heavy mixing bowls or sacks of potatoes, two people should be used.)

Carry over 50 lbs: Not required.

Reach above shoulder height: Occasionally required when reaching for food items in refrigerator or spices on shelves.

Reach at shoulder height: Frequently required while cooking.

Reach below shoulder height: Frequently required when cleaning kitchen area.

Push/Pull: Occasionally may be required when pushing and pulling baking sheets from the oven with little resistance.

**Hand Manipulation**

Grasping: Frequently to constantly required while cooking and preparing food.

Handling: Frequently required while cooking and preparing food.

Torquing: Infrequently may be required when adjusting knobs on slicer.

Fingering: Infrequently may be required if facility bakes own bread (kneading bread).

Controls & Equipment: Standard kitchen equipment, e.g., meat slicer, food processor, blender.

**Other Physical Considerations**

Twisting: Occasionally may occur while cooking.

Bending: Occasionally may occur when required to clean lower shelves.

Crawling: Not required.

Squatting: Occasionally may be required while cleaning or retrieving items from lower shelves.

Kneeling: Not required.

Crouching: Not required.

Climbing: Occasionally required.

Balancing: Not required.

During an 8 hour shift, employee is required to:

<table>
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<tr>
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<td>4</td>
</tr>
<tr>
<td>Walk</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

**Work Surface**

Tile floors and metal or wood counter.

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Signature

Assistant Food Service Supervisor

(Job Title)
Cognitive and Sensory Requirements:

Talking: Necessary for communicating with others.

Hearing: Necessary for taking instructions from others.

Sight: Necessary for doing job effectively and correctly.

Tasting and Smelling: Necessary for testing quality of food products.

Specific Vocational Preparation or experience requirements:

1. Short demonstration only
2. Anything beyond short demonstration up to and including 30 days
3. Over 30 days up to and including 3 months
4. Over 3 months up to and including 6 months
5. Over 6 months up to and including 1 year
6. Over 1 year up to and including 2 years
7. Over 2 years up to and including 4 years
8. Over 4 years up to and including 10 years
9. Over 10 years

Licensure/Certificate Requirements:

Other Training, Skills, and Experience Requirements:

Summary of Occupational Exposures:

Bloodborne Pathogens:

Tasks and procedures performed by employee involve risks classified by CDC as:

Category III (Task/Activity does not entail predictable or unpredictable exposure to blood).

This position typically does not involve Category I or II exposure risk; however, if employee is trained in first aid, some emergency procedures may entail Category I or II exposure risks.

Refer to Exposure Control Plan for additional information.

Miscellaneous:

Other Considerations and Requirements:

This is primarily a standing position where an employee may be required to stand in one place for extended periods of time throughout an 8 hour shift. Also exposed to extreme heat and cold.
JOB TITLE
Dietary Cook

Job Description: Prepare and cook meals for residents and employees of institutions. Cook foodstuffs in quantities according to menu and number of persons to be served. May serve meals. May direct activities of one or more workers who assist in preparing and serving meals.

Accountability: Dietary Cook reports to Food Service Supervisor.

Equipment Used: Standard kitchen equipment, e.g., meat slicer, food processor, blender.

Environment: Inside 100% Outside 0%

Duties and Responsibilities:

Except as specifically noted, the following functions are considered essential to this position.

1. Required to prepare various foods depending on menu created by dieticians for each meal of the day.

2. Required to operate various kitchen equipment in preparation for the meal, e.g., mixer, meat slicer, food processor, oven, steamer.

3. May be required to clean work surfaces following: sweep floors, wipe down counter space, cover and store unused foods.

4. Required to create meals that are appropriate for the elderly and in large quantities. Employee is required to use institutional sized cookware.

5. Required to work at a constant pace to ensure that food is ready for each meal of the day.

6. May be required to order supplies.

7. May be required to fill in gaps in kitchen help.

8. Required to attend all mandatory inservices.

9. May be required to perform other duties as directed by supervisor.

Signature ____________________________
Dietary Cook _______________________
(Job Title)
Physical Activity Requirements:

Primary Physical Requirements:

Lift up to 10 lbs: Frequently required when preparing various food items and using kitchen equipment, e.g., cutting five lb hams on industrial sized slicer.

Lift 11 to 25 lbs: Occasionally required when lifting kitchen equipment filled with soups or stews.

Lift 26 to 50 lbs: Infrequently required when lifting 50 lb bag of potatoes. This can be deferred to other workers if employee is not able to lift this amount, or may receive assistance on items over 25 lbs.

Lift over 50 lbs: Not required.

Carry up to 10 lbs: Frequently required when carrying various food items within the kitchen area (5 to 20 feet).

Carry 11 to 25 lbs: Infrequently may be required to carry full pots from one burner to another (2 to 5 feet).

Carry 26 to 50 lbs: Infrequently may be required to assist in carrying 50 lb bags of potatoes 5 to 15 feet. (For loads over 25 lbs such as heavy mixing bowls or sacks of potatoes, two people should be used.)

Carry over 50 lbs: Not required.

Reach above shoulder height: Occasionally required when reaching for food items in refrigerator or spices on shelves.

Reach at shoulder height: Frequently required while cooking.

Reach below shoulder height: Frequently required when cleaning kitchen area.

Push/Pull: Occasionally may be required when pulling baking sheets to and from the oven with little resistance.

Hand Manipulation:

Grasping: Frequently to constantly required while cooking and preparing food.

Handling: Frequently required while cooking and preparing food.

Torquing: Infrequently may be required when adjusting knobs on slicer.

Fingering: Infrequently may be required if facility bakes own bread (kneading bread).

Controls & Equipment: Standard kitchen equipment, e.g., meat slicer, food processor, blender.

Other Physical Considerations:

Twisting: Occasionally may occur while cooking.

Bending: Occasionally may occur when required to clean lower shelves in kitchen area.

Crawling: Not required.

Squatting: Occasionally may be required while cleaning or retrieving items from lower shelves.

Kneeling: Not required.

Crouching: Not required.

Climbing: Not required.

Balancing: Not required.

During an 8 hour day, Employee is required to:

Consecutive Hours Total Hours
Sit 0 0
Stand 3 6
Walk 1 2

Work Surface: Tile floors and metal or wood counters.

Signature

Dietary Cook
(Job Title)
Cognitive and Sensory Requirements:

Talking: Necessary for communicating with others.

Hearing: Necessary for taking instructions from others.

Sight: Necessary for doing job effectively and correctly.

Tasting & Smelling: Necessary for testing quality of food product.

Specific Vocational Preparation or experience requirement:

1. Short demonstration only.
2. Anything beyond short demonstration up to and including 30 days
3. Over 30 days up to and including 3 months
X 4. Over 3 months up to and including 6 months
5. Over 6 months up to and including 1 year
6. Over 1 year up to and including 2 years
7. Over 2 years up to and including 4 years
8. Over 4 years up to and including 10 years
9. Over 10 years

Licensure/Certificate Requirements:

Other Training, Skills, and Experience Requirements:

Summary of Occupational Exposures:

Bloodborne Pathogens:

Tasks and procedures performed by employee involve risks classified by CDC as:

Category III (Task/Activity does not entail predictable or unpredictable exposure to blood).

This position typically does not involve Category I or II exposure risk; however, if employee is trained in first aid, some emergency procedures may entail Category I or II exposure risks.

Refer to Exposure Control Plan for additional information.

Miscellaneous:

Other Considerations and Requirements:

This is primarily a standing position where an employee may be required to stand in one place for extended periods of time throughout an 8 hour shift. Also exposed to extreme heat and cold. Employee is required to take 2 breaks and 1 – ½ hour lunch break during an 8 hour shift.

Signature ___________________________ Dietary Cook ___________________________
(Job Title)
JOB TITLE
Dietary Aide

Job Description: Provides assistance in the kitchen area prior to, during, and after meals are served to the residents. Also may be required to provide assistance to the nursing staff by passing water to all residents within the facility. Required to assist in preparation of food.

Accountability: Kitchen Aides report to the Food Service Supervisor.

Equipment used: Meat slicer, food processor, mixers, oven, deep fryers, stove.

Environment: Inside 100% Outside 0%

Duties and Responsibilities:

Except as specifically noted, the following functions are considered essential to this position.

1. May assist dishwasher following meal in scraping plates.
2. May assist in passing water pitchers to residents and later retrieving pitchers.
3. May assist cook in preparing desserts or snacks for residents.
4. May set up meal trays for residents according to special diets and personal requests.
5. May assist cook in preparation of meals.
6. May be required to carry trays to residents who are ill.
7. May be required to clean tables in the dining area after each meal.
8. May help with salads, desserts, and other dishes.
9. May assist with the pouring of juice and milk.
10. May serve resident's beverages, etc.
11. May take meals out to residents in dining area.
12. May be responsible for between meal nourishments (make sandwiches, etc).
13. May be required to prepare coffee and hot water.
14. May be required to wash all pots, knives, plates, and utensils.
15. May be required to clean work area at the end of shift and after meals including sweeping and mopping.
16. May be required to wash food preparation work tables, walls, refrigerators and walk-ins.
17. May be required to remove garbage from kitchen areas and hose out garbage containers.
18. Required to operate an industrial size dishwasher.
19. Required to move quickly in completing task at hand.
20. Required to attend all mandatory inservices.
21. May be required to perform other duties as directed by supervisor.

Signature ___________________________   ___________________________  Job Title
PHYSICAL ACTIVITY REQUIREMENTS

Primary Physical Requirements:

Lift up to 10 lbs: Frequently required when preparing various food items and using kitchen equipment, e.g., cutting five-pound hams on industrial-sized slicer.

Lift 11 to 25 lbs: Occasionally required when lifting kitchen equipment filled with soups or stews.

Lift 26 to 50 lbs: Infrequently required when lifting 50 pound bag of potatoes. This can be deferred to other workers if employee is not able to lift this amount, or may receive assistance on items over 25 pounds.

Lift over 50 lbs: Not required.

Carry up to 10 lbs: Frequently required when carrying various food items within the kitchen area (5 - 20 feet).

Carry 11 to 25 lbs: Infrequently may be required to carry filled pot from one burner to another (2 to 5 feet).

Carry 26 to 50 lbs: Infrequently may be required to assist in carrying 50 lb bags of potatoes up to 5 to 15 feet. (For loads over 25 lbs such as heavy mixing bowls or sacks of potatoes, two people should be used.)

Carry over 50 lbs: Not required.

Reach above shoulder height: Occasionally required when reaching for food items in refrigerator or spices on shelves.

Reach at shoulder height: Frequently required while cooking.

Reach below shoulder height: Frequently required when cleaning kitchen area.

Push/Pull: Occasionally required when pushing/pulling baking sheets in the oven with little resistance.

Hand Manipulation:

Grasping: Frequently to constantly required while cooking and preparing food.

Handling: Frequently required while cooking and preparing food.

Torquing: Infrequently may be required when adjusting knobs on slicer.

Fingering: Infrequently may be required when adjusting knobs on slicer.

Controls & Equipment: Standard kitchen equipment, e.g., meat slicer, food processor, blender.

Other Physical Considerations:

Twisting: Occasionally may occur while cooking.

Bending: Occasionally may occur when required to clean lower shelves in kitchen area.

Squatting: Occasionally may be required while cleaning or retrieving items from lower shelves.

Crawling, Kneeling, Crouching, Climbing nor Balancing are not required.

During an 8 hour day, employee is required to:

<table>
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<tr>
<th>Activity</th>
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<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sit</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Stand</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>Walk</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

Work Surface: Tile floors and metal or wood counters.
Cognitive and Sensory Requirements:

Talking: Necessary for communicating with others.

Hearing: Necessary for taking instructions from others.

Sight: Necessary for doing job effectively and correctly.

Tasting & Smelling: Not required.

Specific Vocational Preparation or Experience Requirement:

1. Short demonstration only.

2. Anything beyond short demonstration up to and including 30 days.

3. Over 30 days up to and including 3 months.

4. Over 3 months up to and including 6 months.

5. Over 6 months up to and including 1 year.

6. Over 1 year up to and including 2 years.

7. Over 2 years up to and including 4 years.

8. Over 4 years up to and including 10 years.

9. Over 10 years.

Licensure/Certification Requirements:

Other Training, Skills, and Experience Requirements:

Summary of Occupational Exposures:

Bloodborne Pathogens: Tasks and procedures performed by employee involve risks classified by CDC as:

Category III (Task/activity does not entail predictable or unpredictable exposure to blood.)

This position typically does not involve Category I or II exposure risk; however, if employee is trained in first aid, some emergency procedures may entail Category I or II exposure risks.

Refer to Exposure Control Plan for additional information.

Miscellaneous:

Other Considerations and Requirements:

This position is primarily used to assist the kitchen and nursing staff in providing assistance wherever needed. Must be able to tolerate the fast pace of a busy kitchen. Employees are required to take two 15 minute breaks and one ½ hour break for lunch.

_____________________________________  __________________________________
Signature       Job Title

Page 3 of 3
Work Schedule

Procedure:

1. Weekly work schedules are posted in advance. On occasion, schedules are changed after they have been posed. Each employee is responsible for checking the schedule frequently so that changes may be noted. Only the Dietary Manager and Administrator are authorized to change the schedule. Meals and break times must be taken as scheduled.

2. Reporting sick: In case of illness or emergency, an employee must notify the Dietary Manager at least two hours before his scheduled shift begins so someone else may be assigned to cover those duties. After an absence, the employee must call in at least one day in advance of his return for proper rescheduling of work.

3. Overtime is not permitted except with prior approval of the Dietary Manager and the Administrator.

4. All employees are expected to report to work on time. A frequency of tardiness can be considered a case of dismissal.
Dietary Employee Orientation

Policy:

The Dietary Manager is responsible for orientation of all new Dietary employees. A record of orientation is maintained in the employee’s personnel file. Dietary orientation programs are coordinated with facility orientation programs.

Procedure:

The Dietary Manager is responsible for, but not limited to the following:

1. Familiarization of the Dietary employee to the department.
2. Introduction of employee to key staff members of the facility and all Dietary employees.
3. Orientation on rules and codes of the department.
4. Orientation on duties and requirements of his/her work performance.
5. Follow-up with employee to be sure he/she is performing his assignment in accordance with what is expected.

New Dietary Employee Orientation Form Follows
ORIENTATION

JOB DESCRIPTION/WORK SCHEDULE

MENU/FOOD PREPARATION: METHODS AND SKILLS AS REQUIRED BY THE EMPLOYEES JOB DESCRIPTION

1. Importance of menu and location
2. Format-food item, day, cycle, portion, size, special items
3. Modified diets-description/preparation
4. Menu substitutions/documentation
5. Use of recipes
6. Menu alternates; likes/dislikes
7. Use of diet census
8. Following meal schedules
9. Holding late trays
10. Employee/guest meals
11. Special events
12. Meat thawing

NOURISHMENTS/SUPPLEMENTS

1. Preparation of nourishments; label, date as instructed by Dietary Manager
2. Delivering nourishments
3. Filling special requests
4. Bulk nourishments

DIET MANUAL

1. Location of manuals
2. Review of state and approved manuals

FOOD STORAGE

1. Storage of frozen items
2. Storage of eggs, milk, produce
3. Storage of canned items
4. Reporting of damaged/spoiled items to dietary manager

CARE AND USE OF EQUIPMENT

1. Use of all equipment/safety
2. Dish machine, temperatures, supplies
3. Reporting maintenance problems
4. Cleaning schedule
ORIENTATION

INFECTION CONTROL:
RESPONSIBILITIES AND CLEANING

1. Proper hand washing technique.
2. Storage and proper use of cleaning and sanitizing agents.
3. Proper cleaning, disinfecting, and sanitizing procedures for equipment, floors, utensils, work areas
4. Isolation technique
5. Wipe up spills immediately
6. Clean as you go.
7. Storage of pots/pans properly.
8. Storage of food and leftovers properly with cover, label and dates. Store eggs away from other foods.
9. Keep hot foods hot and cold foods cold. 45-140 is the danger zone
10. Reporting suspicious foods to Dietary Manager
11. Maintaining good personal hygiene
12. Reporting to Dietary Manager when sick
13. Reporting cuts and abrasions
14. Sanitary food handling: tongs, gloves, spoons, spatula, scoops
15. Dispose of trash properly-keep lids on trash cans when not in use.

SECURITY

1. Importance and procedure to open and close the dietary department

COORDINATION WITH OTHER DEPARTMENTS

1. Handling of dirty linen, dining room, and restroom cleaning
2. Requests of extra items for residents
3. Tray delivery and return
4. Sanitation of water pitchers, glasses
5. Diet orders, Diet changes
6. Determining food/fluid intake
7. Techniques for working with the hearing, vision and speech impaired
ORIENTATION

DEPARTMENTAL INSPECTIONS

1. Purpose and when
2. Overview of Federal Regs, Inspections, and Surveys
3. Overview of State Regs, Inspections and Surveys
4. VA Inspections
5. Local Sanitation Reports/Inspections
6. Department Inspections

FOOD SERVICE: SKILLS, METHODS, TECHNIQUES

1. Tray line
   a. Set up steam table, cold food, hot food, beverages.
   b. No interruptions on tray line unless emergency
   c. Use of portioning utensils
   d. Calling of diet
2. Handling complaints from employees, residents, and families
3. Use of diet cards
4. Proper diet preparation. Late trays.
5. Food cart set-up

OTHER

1. Team work
2. Follow directions of Dietary Manager
3. Communicate with the Dietary Manager

_____________________________________
Dietary Manager

_____________________________________
Employee

_____________________________________
Position of Employee

No. of hours spent in orientation            Date
INSERVICE TRAINING PROGRAM

POLICY

An ongoing educational program is planned and conducted for the development and improvement of skills. The Dietary Manager shall prepare and conduct at least one in-service monthly. The Registered Dietitian shall plan and/or conduct one in-service monthly. On some occasions, it may be necessary for the Dietary Manager to present the in-service as prepared by the Registered Dietitian. Both full and part time employees shall receive monthly inservices. Off duty employees shall also receive these inservices as reviewed with them by the Dietary Manager.

PROCEDURE

1. The Dietary Manager and the Registered Dietitian develop an annual in-service calendar for the department. This will be documented on the Annual Inservice Calendar form.

2. The Registered Dietitian shall conduct a facility in-service yearly for all facility personnel. This will be scheduled with the in-service coordinator or appropriate staff at each facility. A completed attendance record must be submitted to the facility in-service coordinator.

3. Utilizing a notebook, the following materials are to be maintained.
   a. Annual in-service calendar
   b. Utilizing the In-service Form*, the title, objective, contents, response, instructor, time and record of attendance with employee signatures will be documented.

4. There may be occasions when the annual in-service calendar needs to be revised. This will be noted on the annual calendar of topics.

5. The Dietary Manager is responsible for the day to day training in the Dietary Department in such areas as sanitation, food preparation, care of equipment, etc. In-service topics will include, but are not limited to:
   a. Orientation to Rules/Regulations for Licensing
   b. Orientation to Dietary Policies
   c. Communication and Human Relations
   d. Understanding Modified Diets
   e. Food Ordering, Receiving and Storage
   f. Quantity Food Production and Service
   g. Fire, Safety and Accident Prevention*
   h. Food Handling and Sanitation*
   i. Infection Control*
   j. Resident Rights and Confidentiality*
   k. Nutritional Needs of the Geriatric Resident*
   l. Disaster Preparedness*

6. A copy of both the Annual In-Service Calendar Form and the In-Service Reporting Form follows. Those in-services noted above by an asterisk are required yearly.
## SAMPLE ANNUAL INSERVICE CALENDAR

<table>
<thead>
<tr>
<th>MONTH</th>
<th>INSTRUCTOR</th>
<th>TOPIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>RD</td>
<td>Review of Changes in Federal Regs</td>
</tr>
<tr>
<td></td>
<td>DM</td>
<td>Importance of Tray Card when Setting and Serving Tray</td>
</tr>
<tr>
<td>February</td>
<td>RD</td>
<td>Appropriate Substitutions and Menu Alternates</td>
</tr>
<tr>
<td></td>
<td>DM</td>
<td>Effective Use of Leftovers and Eliminating Food Waste</td>
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<tr>
<td>March</td>
<td>RD</td>
<td>Role of Fiber &amp; Water in Diet</td>
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<tr>
<td></td>
<td>DM</td>
<td>Basic Nutrition</td>
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<tr>
<td>April</td>
<td>RD</td>
<td>Nutritional Needs of Elderly</td>
</tr>
<tr>
<td></td>
<td>DM</td>
<td>Portion Control/Use of Menus</td>
</tr>
<tr>
<td>May</td>
<td>RD</td>
<td>Safety in Food Handling and Infection Control</td>
</tr>
<tr>
<td></td>
<td>DM</td>
<td>Infection Control</td>
</tr>
<tr>
<td>June</td>
<td>RD</td>
<td>Therapeutic Diets</td>
</tr>
<tr>
<td></td>
<td>DM</td>
<td>Proper Preparation of Consistency Modified Diets</td>
</tr>
<tr>
<td>July</td>
<td>RD</td>
<td>Between Meal Snacks and Nourishments</td>
</tr>
<tr>
<td></td>
<td>DM</td>
<td>Proper Seasoning of Food</td>
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<tr>
<td>August</td>
<td>RD</td>
<td>Disaster Preparedness</td>
</tr>
<tr>
<td></td>
<td>DM</td>
<td>Therapeutic Diets</td>
</tr>
<tr>
<td>September</td>
<td>RD</td>
<td>Kitchen Sanitation</td>
</tr>
<tr>
<td></td>
<td>DM</td>
<td>Proper Technique for Serving Isolation Trays</td>
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Consultant Summary Sheet
### YEARLY INSERVICE CALENDAR

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<tr>
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<tr>
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