(A) **Policy Statement**

The Food and Nutrition Services Department maintains specific opening and closing times for the kitchen every day, with responsibilities assigned to specific job functions.

(B) **Purpose of Policy**

To provide a daily routine for Food and Nutrition Services employees to perform their jobs.

(C) **Procedure**

Setup work areas and equipment for daily operation is as described below.

FSW duties include:
- Fill/turn on steam wells; plug in toaster and plate warmers; set up coffee machine; fill pot/pan sinks; and set up/fill dish machine. Performs tasks/prep as needed or required for operations.

Opening Food Service management duties include:
- Turn on necessary production equipment
- Unlocking all refrigerators, freezers, and reach-ins as assigned
- Record temperatures (with action plan is necessary)
- Complete Retail/Patient Service Checklist as directed
- Check FNS Staffing Phone Voice Mail, record absences/tardiness on log sheet, ensure coverage of all positions according to procedure, and communicate retail absences to appropriate manager/supervisor.
- Revise and post daily task list for main kitchen, validates completion of duties/tasks.
- Oversee departmental operations to ensure tray line begins in a timely manner and that retail opens as scheduled.

Each production or service area duties include:
- Setup and cleaning of all equipment they use during a day’s preparation/service on their shift.
- Obtaining its own supplies as necessary for the day’s production and operation from the storage areas
- All daily cleaning and sanitation procedures as assigned

Closing Food Service Supervisors duties include:
- Monitor closing process.
- Validate completion of duties/assigned tasks by staff.
- Ensure cleanliness and security of all departmental areas.
- Locking all refrigerators, freezers, and reach-ins as assigned
- Record temperatures (with action plan is necessary) Equipment turnoff
• Locking exit doors as assigned.
• Turn off tray line equipment as assigned.
• Complete Patient Service Checklist as directed.

Approved by:

/s/ Joshua Krupinski 5/16/22
Director, Food & Nutrition

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