

Name of Policy: <u>Food production, service, and distribution standards</u> Policy Number: 3364-104-304 Department: Food & Nutrition Approving Officer: Director, Food & Nutrition Responsible Agent: Food & Nutrition Management Scope: Food & Nutrition Services	
Effective Date: 6/1/2022 Initial Effective Date: 8/2002	
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy	
<input checked="" type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy	

(A) Policy Statement

The Food and Nutrition Services Department develops and maintains a mechanism to ensure the safe and accurate preparation, handling, and distribution of food items. To preserve, nutrient value and serving temperature and provide nutrition that is appetizing and palatable.

(B) Purpose of Policy

To provide consistent high quality food service, and to prevent the spread of food borne illness.

(C) Procedure

Food Production Planning

1. Standardized recipes are used in food production.
2. Food Production Sheets (hot and cold) are prepared for each meal.
3. The Diet Office staff prints a tally showing all foods and quantity used per day which is used to forecast production needs.

Food Preparation, Service, and Distribution:

1. The Food Service management are responsible for overseeing food preparation and service.
2. All food production for patient service is performed in the central kitchen.
3. Cooks are responsible for patient food production, assisted by Food Service Workers when necessary.
4. All employees involved in food preparation/service are responsible for following proper food preparation guidelines as defined by HACCP or other regulatory agencies.
5. Cutting Boards
 - a. Use a separate cutting board for raw and cooked meat, fish and poultry, fruits and vegetables, cooked foods and dairy products. Cutting boards are color-coded to indicate appropriate usage and a guide is posted in preparation area to ensure compliance.
 - b. Clean and sanitize cutting boards after each use.
 - c. Discard cracked or worn cutting boards and replace them with new cutting boards of the appropriate color.
6. Dented Cans
 - a. UTMC does not knowingly accept any cans or cases of product that are dented or damaged.
 - b. When dented cans are discovered, they are given to the clerk responsible for ordering food and kept in a separately defined area so they are not confused with useable items.
 - c. Damaged items are ultimately discarded or returned for credit.
7. Authorized personnel only will be allowed in the kitchen
 - a. Traffic through the food preparation and service areas is limited to authorized personnel only.
 - b. Signs are posted on doors to inform visitors of policy.
8. Anyone entering the kitchen must wear a hair restraint compliant with Food & Nutrition

