POLICY & PROCEDURE NUMBER: ***2.19***
DEPARTMENT: *Dietary* **SUBJECT:** ***Food Production***

APPROVAL DATE: February 12, 1986 **REVISION DATE:** January 2015
REVIEW DATE: May 2018; Oct. 2019; December 2020

POLICY:

The Home will produce quality food items that are flavourful, attractive, nutritious and safe; prepared in adequate quantities and in a timely manner for residents to consume.

Provisions will be made for therapeutic and texture modified diets, food preferences, religious practices, cultural and ethnic considerations/customs and seasonal menu variations.

PURPOSE:

To ensure a safe and organized system of food production that meets the operational requirements as per the production schedule.

To ensure resident meal satisfaction by producing and providing food choices that follow the posted menu and take into consideration the residents' needs and preferences.

To ensure that residents' therapeutic and texture diet needs are being met through high quality foods.

PROCEDURE:

1. The Manager of Support Services (MSS) or designate posts the cycle menu in the kitchen and other appropriate areas (see Policy: Menu Posting).

2. The MSS ensures that all necessary food items are available for production of meals as per the cycle menu.

3. The MSS ensures that food items are prepared according to the cycle menu, daily production sheets and standardized recipes. (see policies production sheets)

4. The MSS regularly reviews:
    - Raw food needs
    - Recipe references
    - Resident and staff feedback
    - Volumes and methods of production

5. The MSS ensures that all food is prepared following standardized food service practices and in a manner that:
    - Preserves/retains maximum nutritive value, flavour, colour, texture, appearance and palatability
    - Prevents contamination or spoilage
    - Prevents food borne illness
    - Enhances effective food production

6. The MSS ensures that all staff are trained in and use safe food handling techniques and adhere to the following four steps in safe food handling:

Four steps in safe food handling:

- **Clean:** wash hands and surfaces often
- **Chill:** refrigerate food products promptly
- **Cook:** cook foods to proper temperatures
- **Separate:** don't cross contaminate – keep raw meat, poultry, seafood and their juices separate from one another and other foods.

Also see policy: HACCP – Hazard Analysis Critical Control Points

7. Temperatures for hot food holdings are maintained at 60 degrees C (140 F) or above

8. Temperatures for cold food holding are maintained at 4 degrees C (40F) or below

9. Temperatures of all foods are taken with a calibrated thermometer and recorded before leaving the production area and in the servery just prior to meal service.

Also see policy: Food Service Temperatures