

ST PAUL DE CHARTRES RESIDENTIAL AGED CARE MANAGEMENT SYSTEMS MANUAL

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Authorised by GM

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(C1) FOOD SERVICES

PREAMBLE

A well coordinated catering service guarantees that the quality and variety of food is maintained.

POLICY

Catering services at St Paul de Chartres are provided in a manner that enhances a resident's quality of life, and ensures adequate nutrition and hydration.

All kitchen procedures and practices must comply with all relevant legislation and food handling standards.

PROCEDURE

1. Food preparation staff are trained in appropriate food handling methods to ensure correct food handling, preparation, serving, storage and safe disposal of unused food and other waste.
2. All staff involved with food handling, including delivery staff must take precautions to minimise contamination of foodstuffs.
3. Appropriate catering equipment shall be provided and maintained in good working order at all times.
4. Appropriate stock levels shall be maintained to ensure ingredients are available for planned meals. The Environmental Services manager or cook are responsible for ensuring ordering is done in a timely manner.
5. A four weekly rotating menu is developed in consultation with residents.
6. The menu is reviewed bi-annually to ensure it reflects seasonal changes, resident preferences and variety. It may be reviewed earlier if requested by residents.
7. When changes are made to the menu it is to be reviewed by a dietician to ensure it continues to meet residents' nutritional requirements.

**Reference/s: Aged Care Standard/s 1.7, 2.10, 4.8
Accreditation Scheme for Retirement Villages Principles 17, 18**