


Name of Policy: <u>Daily Opening-Closing of Department</u> Policy Number: 3364-104-301 Department: Food & Nutrition Approving Officer: Director, Food & Nutrition Responsible Agent: Food & Nutrition Management Scope: Food & Nutrition Service	
<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
Effective Date: 6/1/2022 Initial Effective Date: 8/2002	

(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

