


Name of Policy: <u>Food, beverage and personal items in the work area</u> Policy Number: 3364-104-808 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: 3/15/1999	
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Minor/technical revision of existing policy <input checked="" type="checkbox"/> Major revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy	

(A) Policy Statement

As stewards of the University, Food & Nutrition implements procedures to help reduce the potential of food safety issues, eliminate the opportunity for shrinkage, and ensure appropriate care of the property that we are responsible for.

(B) Purpose of Policy

To define expected behaviors of associates and maintain infection control practices.

(C) Procedure

1. FOOD ITEMS

- Food and beverages are not consumed during food preparation unless for tasting purposes following established guidelines.
 - No food is to be consumed where food products are stored, prepared, assembled, or served, without supervisor approval.
 - Food may never be consumed in sanitation areas.
 - Tasting of product is to be done only by authorized (cooks/mgmt.) and with the proper usage of a taste test.
 - All other staff must have mgmt. approval prior to taste testing.
- The FANS department does not offer a retail, employee food comp program.
 - Food products may only be purchased from the cafeteria, the vending machines, coffee kiosks, or Gift Shop and eaten in designated break or lunch areas.
 - Any product taken for personal use must be purchased from a cashier prior to removal and have a receipt attached.
 - Any product taken without purchase and accompanying receipt may be considered theft.
- Items may not be removed from production areas for personal consumption
 - Example: items cannot be carried from patient services kitchen, or any other area except the cafeteria, to cashier for purchase.
 - No product may be taken for use other than is required by your position from any area of operation, including but not limited to: Bistro Area/Elevator Room, Warehouse, Mulford Kitchen, or Main Kitchen without the express prior approval of the manager on duty.
- No food may be delivered from outside sources to food preparation areas within the Food and Nutrition Services.
- Hands must be washed properly after consuming food and before returning to work.
- Theft is an egregious breach of the UT Standards of Conduct and is punishable by progressive, disciplinary action. If you feel you have witnessed or are exposed to theft in the workplace, please understand your duty to report this activity to the manager on duty.

2. BEVERAGES

- No beverage is to be consumed where other food products are stored, sanitized, prepared, or served.
- Beverages may only be consumed from an approved cup that includes a lid and straw.
 - No “twist cap” style bottles or open cans are allowed. They will be discarded if found in the department.
- Beverages may be stored in the designated, general cup area or employee fridge.
 - If allowed to be stored at workstation, the beverage must be below food as to not spill/contaminate product.
- Department staff are approved to consume dispensed water or dispensed, generic coffee at no cost.
 - Any other retail or patient services beverages must be purchased, including but not limited to: canned/bottled soda or water, dispensed/boxed juices/teas, supplements, etc.
- Hands must be washed properly after drinking and before returning to work.
- Under no circumstances may alcoholic beverages be consumed on UTMC campus.

3. PERSONAL ITEMS

- No personal items are to be allowed in the kitchen or work area (i.e. purses, coats, bags, etc.).
 - Personal items are to be stored in your locker.
 - Any personal items (i.e. purses, coats, bags, etc.) that are brought through the department are subject to inspection by management, including the storage areas utilized (lockers, general areas).
 - Items brought from home must remain in your locker or area specifically designated by management until break or lunch times
 - Personal food products are to be consumed in designated break or lunch areas.
- The department supplies a general-use coat area to staff for convenience. This is not monitored and staff utilizing this recognize that it is at their own risk.
- If you feel you need to provide the department with an item (not purchased by F&N directly) please first clear the item through a supervisor.
- Coats are provided for use in the freezer.

<p>Approved by:</p> <p><i>/s/</i> _____ <i>5/3/22</i></p> <p>Joshua Krupinski Director, Food & Nutrition</p> <p>_____</p> <p><i>Review/Revision Completed By:</i> Food & Nutrition</p>	<p>Review/Revision Date:</p> <p>8/2002 6/2005 6/2/2008 7/1/2011 7/1/2014 7/1/2017 4/23/2019 5/3/2022</p> <hr/> <p>Next Review Date: 5/1/2025</p>
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