



TABLE OF CONTENTS

Section 1-Administration and Operations

- Page 1.0 – Acknowledgement and Approval of Manual
- Page 2.0 – Nutrition Services Department Philosophy & Management
- Page 3.0 – Organization of the Nutrition Services Department
- Page 4.0 – Budget for the Nutrition Services Department
- Page 5.0 – Dress Code and Personal Hygiene
- Page 6.0 – Job Descriptions
- Page 7.0 – Nutrition Services Department Staffing Pattern
- Page 8.0 – Nutrition Services Department Staff Scheduling
- Page 9.0 – Nutrition Services Employee Performance Evaluations
- Page 10.0 – Job Duty Schedules
- Page 11.0 – Hiring Procedure
- Page 12.0 – New Hire Orientation
- Page 13.0 – Inservice Training
- Page 14.0 – Nutrition Services Time Studies

Section 2-Dining Services

- Page 1.0 – Dining Services Program
- Page 2.0 – Diet Manual
- Page 3.0 – Diet Orders - General Information
- Page 4.0 – Diet Orders - Procedure for Ordering Individual Diets
- Page 5.0 – Meal Service Census
- Page 6.0 – Menu Planning
- Page 7.0 – Fortified Foods
- Page 8.0 – Menu Substitutions
- Page 9.0 – Snacks / Nourishments
- Page 10.0 – Thickened Liquids
- Page 11.0 – Outside Foods Served To Residents & F371
- Page 12.0 – Portion Control
- Page 13.0 – Pureed Food Preparation
- Page 14.0 – Handling of Leftover Food
- Page 15.0 – Date Marking
- Page 16.0 – Tray and Dining Room Meal Service
- Page 17.0 – Offering Food Alternates at Meals
- Page 18.0 – Food Procurement
- Page 19.0 – Purchasing
- Page 20.0 – Storage Procedures
- Page 21.0 – Determining Food Yields
- Page 22.0 – Standardized Recipes
- Page 23.0 – Food Production Guidelines—Sanitation & Safety



Table of Contents

Section 2 continued: Dining Services

- Page 24.0 – Food Presentation
- Page 25.0 – Food Temperatures - Serving Line
- Page 26.0 – Meal Service
- Page 27.0 – Sequence of Meals / Trays and Tray Cards
- Page 28.0 – Early and Late Meals
- Page 29.0 – Record Retention
- Page 30.0 – Guest Trays
- Page 31.0 – Providing Food and Supplies to Other Departments and Administration
- Page 32.0 – Emergency Feeding in Case of a Disaster
- Page 33.0 – Use of Disposable Products
- Page 34.0 – China/Glassware Breakage Record

Section 3-Clinical Nutrition

- Page 1.0 – Resident Education
- Page 2.0 – Interviewing Residents
- Page 3.0 – Referrals for the Nutrition Practitioner
- Page 4.0 – Food Acceptance
- Page 5.0 – Food and Beverage Consistency to Meet Individual Needs
- Page 6.0 – Individuals Receiving Food for Pleasure
- Page 7.0 – Noncompliance with or Refusal of the Physician Ordered Diet
- Page 8.0 – Nutritional Assessment
- Page 9.0 – Minimum Data Set (MDS) and Care Area Assessment (CAA)
- Page 10.0 – Nutrition Care Plan
- Page 11.0 – Assistive Devices
- Page 12.0 – Calorie Counts
- Page 13.0 – Enteral Nutrition
- Page 14.0 – Weight and Height Records
- Page 15.0 – Unintended Weight Loss
- Page 16.0 – Individuals at Nutritional Risk
- Page 17.0 – Hydration
- Page 18.0 – Nutritional Supplements
- Page 19.0 – Skin and Wound Care
- Page 20.0 – Hot Food and Liquid Safety



Table of Contents

Section 4-Personnel Health and Hygiene

- Page 1.0 – Employee Health Standards
- Page 2.0 – Nutrition Services Department Access
- Page 3.0 – Sanitation and Infection Control
- Page 4.0 – Food Borne Illness
- Page 5.0 – Handling of Eating Utensils, Glasses, and Dishes
- Page 6.0 – Hand Washing
- Page 7.0 – Insect and Rodent Control
- Page 8.0 – Isolation Service
- Page 9.0 – Sanitizing Water Pitchers

Section 5-Safety

- Page 1.0 – Nutrition Services Department Safety
- Page 2.0 – Proper Lifting
- Page 3.0 – Equipment Repair and Service

Section 6-Sanitation

- Page 1.0 – Nutrition Services Department Sanitation Audit
- Page 2.0 – Nutrition Services Sanitation Guidelines and Terminology
- Page 3.0 – Cleaning Compounds Terminology and Guidelines
- Page 4.0 – Cleaning Schedules
- Page 5.0 – Cleaning Dishes and Utensils - Dish Machine Operation
- Page 6.0 – Recording Dish Machine Temperatures and Sanitizer Concentration
- Page 7.0 – Cleaning Equipment
- Page 8.0 – Garbage and Refuse
- Page 9.0 – Manual Washing of Dishes and Cookware

Section 7-Cleaning Procedures

- Page 1.0 – Automatic Toaster
- Page 2.0 – Bench Can Opener
- Page 3.0 – Food Preparation Equipment
- Page 4.0 – Coffee Machine
- Page 5.0 – Coffee Urns
- Page 6.0 – Cutting Boards
- Page 7.0 – Deep Fat Fryer
- Page 8.0 – De-Liming the Dish Machine
- Page 9.0 – Cleaning and Sanitizing Floors



Table of Contents

Section 7 continued: Cleaning Procedures

- Page 10.0 – Food and Utility Carts
- Page 11.0 – Food Grinder
- Page 12.0 – Mixer
- Page 13.0 – Food Scales
- Page 14.0 – Food Slicer
- Page 15.0 – Garbage Cans
- Page 16.0 – Garbage Disposal
- Page 17.0 – Grill
- Page 18.0 – Hand-Washing Sink
- Page 19.0 – Hoods and Filters
- Page 20.0 – Ice Machine and Scoop
- Page 21.0 – Ingredient Bins
- Page 22.0 – Insulated Food Containers
- Page 23.0 – Metal Shelving
- Page 24.0 – Mops and Buckets
- Page 25.0 – Ranges
- Page 26.0 – Ovens
- Page 27.0 – Pots, Pans, and Small Utensils
- Page 28.0 – Reach-In Refrigerators and Freezers
- Page 29.0 – Scoops
- Page 30.0 – Steamer
- Page 31.0 – Steam-Jacketed Kettle
- Page 32.0 – Dining Room Table Tops, Bases, and Chairs
- Page 33.0 – Tilting Skillets
- Page 34.0 – Steamtables
- Page 35.0 – Walk-In Freezer and Refrigerator
- Page 36.0 – Walls
- Page 37.0 – Work Tables and Counters

Section 8-Nutrition and Dining Inservices

- Page 1.0 – Training and Inservicing
- Page 2.0 – Inservice: Effects of Aging on Eating and Nutrition
- Page 3.0 – Inservice: Emergency Preparedness
- Page 4.0 – Inservice: Food Allergies and Intolerances
- Page 5.0 – Inservice: Food Safety



Table of Contents

Section 8 continued: Nutrition and Dining Inservices

Page 6.0 – Inservice: Taking Temperatures - Why and How?

Page 7.0 – Inservice: Heating, Holding, and Cooling Foods

Page 8.0 – Inservice: Fluids and Hydration

Page 9.0 – Inservice: Liberalized Diets

Page 10.0 – Inservice: Enhancing An Individual's Dining Experience

Page 11.0 – Inservice: Correct Use of Thickened liquids

Page 12.0 – Inservice: Tray Accuracy

Page 13.0 – Inservice: Customer Service

Section 9-Quality Management

Page 1.0 – Quality Management

Page 2.0 – F325 and Chart Audit

Page 3.0 – CMS Kitchen/Food Service Observation

Page 4.0 – CMS Dining Observation

Page 5.0 – Menu Audit

Page 6.0 – Nutrition Services Satisfaction Survey

Page 7.0 – Diet, Supplement, and Snack Order Audit

Page 8.0 – Trayline Audit

Page 9.0 – Sanitation Audit