Dietary Department Orientation Checklist

Name of Employee: _____

Position: _____ Date of Hire: _____

Dietary Manager or designated employee to sign and date each tack completed by associate. If task is failed document why in comment section at end of the checklist.

TASK	INSTRUCTOR INITIAL	EMPLOYEE INITIAL	DATE COMPLETED
GENERAL			
1. Location and proper use of time clock.			
2. Proper uniform attire and name badge.			
3. Proper attire for shoes (no open toes, skid proof)			
4. Use of and location of hair nets.			
5. Allowed jewelry allowed to be worn.			
6. Proper condition of finger nails (no artificial nails or nail polish)			
7. Eating / Drinking in department			
8. Smoking / tobacco use			
9. Time and length of breaks during work day			
MANUALS AND REFERENCE TOOLS			
1. Work schedule and attendance (location)			
2. Location of department Policy / Procedure book and how to read.			
3. Location of Material Safety Data Sheet for chemical safety			
4. Proper use of telephone.			
5. Cleaning schedules (location, assignments, and accountability)			
6. Temperature logs for walk-in/freezer/beverage refrigerator/sanitizer bucket (location, assignments, and accountability)			
INFECTION CONTROL			
1. Proper procedure for hand washing and how often.			
2. Cuts / Burns / Skin Infections			
3. Communicable Disease (Colds, Coughs, Sneezing)			
4. Illness or Infections on the job.			
5. Location of infection control equipment (masks / gloves)			
6. Who to report and infection control issues to.			
7. Proper handling of any isolation precautions			
SAFETY			
1. Proper lifting techniques			
2. Chemical safety (how to use, what to do if spilled, where to find information on chemical)			
3. Fire Safety (where fire pulls are located)			
4. Unsafe equipment reporting			
5. Proper checking of equipment for safe usage.			

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6. Incident reports (when to fill out, where to obtain report, who to report to)			
7. Checking of safety of all equipment and reporting			
DISASTER READINESS			
1. Location of policy / procedure for disasters			
2. Who and when to call in emergency staffing			
3. Who to report any issues in department related to disaster to			
4. Location of emergency menus to follow during disaster			
5. Procedure for meal service during a disaster			
DINING SERVICES / FOOD PREPARATION			
1. Location and reading/understanding of diet manual			
2. Description of different diets and textures served			
3. Location and reading / understanding of menus (week at a glance and therapeutic spreadsheets)			
4. Location and reading / understanding of recipes for all diets and texture modifications.			
5. Location and reading/understanding of pull/prep guides			
6. Location and reading/understanding of proper portions for each diet/texture modification.			
7. Different procedures for proper measuring			
8. Procedure to ensure correct amount of food prepared (tally amounts)			
9. Difference of nourishment/supplements			
10. Location of snack labels, how to prepare snacks and set up snack carts.			
11. Dating and labeling of all food items received and opened			
12. Handling of foods with bar hands (when acceptable)			
13. Proper storage of leftover foods.			
FOOD SERVICE			
1. Tray start time (when to have all foods ready to start serving)			
2. Hot and cold set up on tray line			
3. Items to have ready on tray line			
4. Serving temperatures (refer to temperature poster)			
5. When to take and how to document food temperatures			

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6. Procedure if food is not at proper temperature (how to heat and to what temperature)			
7. Food thermometers (proper usage, how to clean, how to calibrate and how often			
8. Proper utensils to ensure portion control			
9. Reading and understanding of tray tickets			
DELIVERY OF MEALS			
1. Meal delivery times for each dining room			
2. Cart / steam table set-up for each dining room			
3. Proper delivery of each cart (coverage of all items on cart)			
4. Procedure to set-up room trays			
AFTER MEAL SERVICE CLEAN-UP			
1. Procedure to clean up steam-table items (proper storage of foods, when to clean, checking of correct amount of water in steam-table, etc.)			
2. Procedure to retrieve carts/steam-tables from other dining rooms.			
3. Procedure to wipe and sanitize all surface areas			
CLEANING OF DINING ROOMS			
1. Procedure to set up cart for cleaning of dining room (what needed on cart and how to transport cart between dining room and dietary department)			
2. Procedure to check PPM of sanitizer used on tables			
3. Procedure to properly wipe and sanitize tables after each use			
4. Proper resetting of dining room tables (use of tablecloths, when to reset, etc.)			
5. Apron and clove changing			
WAREWASHING PROCEDURES			
1. Proper temperatures and PPM of dish machine (how to take, where to record, and how often)			
2. Where to find chemical test strips			
3. Correct procedure to air dry all items (pots/pans/plates/glasses/water mugs/utensils/silverware)			
4. Correct procedure to wipe/sanitize all equipment used.			

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TASK	INSTRUCTOR INITIAL	EMPLOYEE INITIAL	DATE COMPLETED
5. Correct procedure and placement of all clean items for storage			
6. Correct handwashing between dirty and clean side			
CARE AND USE OF EQUIPMENT			
1. Proper use of:			
a. Steam tables			
b. Plate warmer			
c. Mixer (stand and hand held)			
d. Blender / Robot Coupe			
e. Garbage disposal (in dish area and prep sink)			
f. Can opener			
g. Gas range			
h. Ovens (conventional and convection)			
i. Slicer			
j. Grill			
k. Microwave			
l. Coffee machine			
m. Toaster			
n. Dish machine			
SANITATION			
1. Floor care and safety			
2. Floor mat care			
3. Trash removal			
4. Dish machine cleaning and deliming			
5. Chemical use and dilution			
6. Sanitizing of all surfaces			
DEPARTMENT MONITORING AND SECURITY			
1. Personnel allowed in dietary department			
2. Personal items storage			

By signing I have given proper instruction on all above areas:

Instructor signature: _____ Date: _____

By signing I have been instructed and understand all above areas and will follow proper procedures instructed:

Employee Signature: _____ Date: _____

Food Services Staff Competencies Sample

(Cook, Aide, Dishwasher, Prep Cook)

Infection Control/Employee Hygiene

- Practices appropriate hand hygiene and glove use when necessary to prevent cross-contamination.
- Employs hygienic practices before and during food handling (not touching hair or face, etc)
- Uses proper hand washing technique
- Uses hair restraints and beard guards properly
- Follows facility practice for coming to work with contagious illnesses
- Knows the causes of foodborne illness and infections, characteristics, and the most commonly infected items
- Handles cups/gasses on the outside of the container; and utensils by the handles
- Demonstrates understanding or infection control precautions per facility policy.

Safety/Disaster Preparedness

- Knows and enforces the facility's written policy regarding food brought in by family and/or visitors
- Demonstrates understanding of creating a safe work environment
- Knows proper fire procedures
- Understands the safety standards for operating all kitchen equipment
- Ensures safety of facility floors
- Knows proper knife handling to prevent cuts
- Demonstrates proper procedures for lifting and moving objects to prevent back injuries
- Demonstrates knowledge of safe handling and storage of chemicals
- Understands and demonstrates knowledge of action in case of a tornado, fire, internal disaster, bomb threat, security incident, chemical spill, or utility failure.

Menus & Nutritional Adequacy

- Understands that menus are developed and prepared to meet resident choices including nutritional, religious, cultural, and ethnic needs while using established national guidelines.
- Communicates with FSD/Kitchen Manager about menu inconsistencies and modifications needing documentation
- Understands and follows prescribed diet orders, menu spreadsheets, and corresponding recipes.
- Understands appropriate portion sizes and serving utensils for all diets on the menu spreadsheet
- Understands appropriate menu substitutions
- Understands therapeutic diets and fluid restrictions and is able to follow menu spreadsheets.
- Prepares appropriate quantity of food based on menu spreadsheets
- Understands importance of providing adaptive equipment to residents as required

Food Safety

- Uses rules of safe practice for handling and discarding of leftover foods
- Keeps daily temperature records of equipment and food as dictated by FSD/Kitchen Manager
- Understands process for maintain food at proper temperature at all times during freezing, thawing, preparation, holding, and serving.
- Demonstrates ability to recognize food quality, palatability and appearance.

- Demonstrates proper food/fluid thickening practices.
- Uses thermometers correctly for checking food temperatures including thermometer sanitation.
- Demonstrates knowledge of proper cooking temperatures
- Uses rapid cooling methods
- Labels, dates, and stores all food items correctly and in a timely manner
- Demonstrates procedure for preparing modified consistency diets
- Honors resident preferences making a reasonable effort to meet those needs
- Stores raw and cooked food separately
- Practices FIFO method of inventory rotation
- Stores food 6” off the floor and 18” from the ceiling
- Keeps foods stored in proper containers
- Clears areas of debris, and keeps areas clean
- Uses three-compartment sink appropriately
- Stores dishware in a clean, dry location, not exposed to splash, dust or other contamination and covered or inverted
- Empties garbage as necessary and keeps kitchen garbage cans clean
- Monitors equipment for cleaning and sanitation after each use
- Cleans and sanitizes food surfaces thoroughly
- Uses cutting boards according to type of food
- Stores cleaning cloths in sanitizing solution.

FSD Competency Sample

Nutrition

- Documents nutrition information in the medical record
- Obtains nutrition screening data
- Interviews residents for nutrition related information
- Knows the causes of foodborne illnesses and infections, their characteristics, and the most commonly infected items
- Implement MD dietary orders
- Apply standard nutrition care procedures
- Review effectiveness of nutrition care
- Manage special nourishments and supplements
- Assists residents with food selections
- Makes appropriate referrals to Registered Dietitian

Personnel and Communications

- Define personnel needs and job functions
- Interview, select, and orient team members
- Provide ongoing education
- Develop and maintain team member time schedules and assignments
- Manage goals and priorities
- Manage departmental personnel
- Manage professional communications
- Implement required changes in food service department

Sanitation and Safety

- Manage personnel to ensure compliance with safety and sanitation regulations
- Manage physical facilities to ensure compliance with safety and sanitation guidelines
- Understands and supports facility's compliance and ethics programs
- Takes personal responsibility for interacting with coworkers and customers in an honest, ethical, and fair manner.

Business Operations

- Manage department budget
- Prepare specifications for capital purchases
- Plan and budget for improvements in the department layout and design
- Assist in the purchasing process
- Implement cost effective procedures

Kitchen Manager Competencies Sample

Food Services

- Manage standard recipes
- Specify standards and procedures for preparing food
- Supervise the production and distribution of food
- Monitor meal service
- Implement continuous quality improvement procedures for the food service department
- Modify stand menus
- Work with the Registered Dietitian for menu changes

Personnel and Communications

- Define personnel needs and job functions
- Interview, select, and orient team members
- Provide ongoing education
- Develop and maintain team member time schedules and assignments
- Manage goals and priorities
- Manage departmental personnel
- Manage professional communications
- Implement required changes in food service department

Sanitation and Safety

- Manage personnel to ensure compliance with safety and sanitation regulations
- Manage physical facilities to ensure compliance with safety and sanitation guidelines
- Understands and supports facility's compliance and ethics programs
- Takes personal responsibility for interacting with coworkers and customers in an honest, ethical, and fair manner.
- Manage purchasing, receiving, storage, and distribution of food and supplies following established sanitation and quality standards.

Business Operations

- Manage department budget
- Prepare specifications for capital purchases
- Plan and budget for improvements in the department layout and design
- Assist in the purchasing process
- Implement cost effective procedures