

## PATHWAYS ABILITIES SOCIETY

### **PROCEDURE: FOOD AND NUTRITION**

**Applies to:** All Homes Personnel

Original Effective Date: September 19, 2005

Effective Date: May 9, 2022

Replaces Procedure Dated: February 19, 2018

1. A copy of staff's Food Safe certificate is maintained in their employee file.
2. Individuals with specific dietary needs have those needs documented by a health professional.
3. Staff are trained on the specific dietary needs of each person served.
4. Home members and staff develop menus that reflect culture and food preferences.
5. Changes to the menus are documented and the menu kept for a one-year period.
6. Home members and staff shop for groceries and participate in meal preparation and clean up.
7. Grocery receipts are returned to the finance department and kept for a 10 year period.
8. The Supervisor or designate:
  - Monitors food service monthly in ShareVision.
  - Documents food texture, taste, appeal, portion size and seeks input from the home members consuming the prepared meals.
  - Annually through satisfaction survey's solicits input into the food quality from family members.
9. Staff concerned with a person's nutritional intake report their concerns to the supervisor. The Supervisor arranges for the person to see their physician.