

PATHWAYS ABILITIES SOCIETY

PROCEDURE: FOOD AND NUTRITION

Applies to: All Homes Personnel

Original Effective Date: September 19, 2005

Effective Date: July 29, 2024

Replaces Procedure Dated: June 23, 2022

1. A copy of each 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, dietary needs and food preferences.
5. Changes to the menus are documented and the menu is 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 tracked by each homes senior support worker and returned monthly to supervisor. Once reviewed, they will be submitted to the finance department and kept for a 10-year period.
8. The Supervisor or designate:
 - Monitors each home's monthly documentation.
 - Ensures individual protocols and dietary needs are being implemented.
 - Ensures appropriate follow-up is done if needed.
9. Staff concerned with a person's nutritional intake report their concerns to the senior support worker and supervisor. They take the actions necessary to resolve.