

POLICIES AND PROCEDURES MANUAL

KEYSTONE COMMUNITY RESOURCES, INC.

KEYSTONE INDEPENDENT LIVING, INC.



Policy Title:
Meal Planning and Preparation

Chapter:

Effective Date:
7/1/1992

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11/25/2008

Policy Number:

Executive Director

SCOPE:

- Chapter 6400 – Community Homes For Individuals With Mental Retardation

INTRODUCTION:

Your job responsibilities include meal planning and food preparation please follow the place setting utensils list as your guide. In most homes residents participate with your supervision. Your instructor will teach you how to demonstrate food preparation to a resident. The rules of food sanitation and safety should also be taught to the residents.

1. Table settings

- Placemat
- Plate
- beverage glass
- juice glass (if needed)
- mug/cup saucer
- Napkin
- Fork
- Knife
- spoon
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2. Food preparation

- Read today's meal plan
- Get supplies from refrigerator and pantry
- Note substitutions in writing if these are needed
- Plan portions to have fewer leftovers
- Use fresh vegetables when possible
- Use frozen vegetables if fresh are not possible
- Avoid canned vegetables and soups due to high content of sodium
- Do not overcook vegetables
- Trim all fat off of meat and remove skin from chicken
- No frying
- Use fats and oils sparingly
- Do not overheat. If more snacks are provided, portions of other foods should be reduced
- A snack does not need to be large to be effective
- Snacks should be high in fiber and have some protein if possible
- Avoid "junk foods"
- Wash hands now and throughout the meal preparation
- Do the preparation of putting the meal together. This may include the following tasks. The sequence of these illustrates their degree of difficulty.
 - pouring beverage
 - dishing up servings of jello, fruit, etc.
 - washing fruits and vegetables
 - putting away and caring for left-over food
 - preparing frozen or powered drinks
 - preparing tea, coffee or hot chocolate

- preparing canned soups and sauces
- peeling fruits and vegetables
- preparing toast, muffins, bagels, and other breads
- making simple sandwiches
- preparing simple fruit/vegetable salads
- preparing hot cereal
- cooking eggs and breakfast meats
- cooking and serving fruits and vegetables
- cooking staple foods: potatoes, rice, noodles, spaghetti
- baking, grilling, sautéing meats/fish/poultry
- putting meal together

7. Serving food

- Set the table with items suggested
- Place condiments sugar, creamer, salt, pepper, ketchup, mustard, etc. on the table
- Pour individual beverages and place on table
- Serve the meal family style with hot foods hot and cold foods cold
- Enjoy the meal with residents and other staff
- Plan for clearing the table at the end of the meal

7. Cleaning up

- Clean the table
- Care for and store leftovers
- Store or refrigerate condiments
- Wash and sanitize dishes, tableware
- Clean and care for small appliances and cooking utensils/equipment
- Wash and sanitize the placemats or dispose of

- Wash and sanitize table/chair
- Wash and sanitize kitchen sink and counters
- Sweep floor
- Collect and dispose of all waste

7. Purchasing

- Plan the weeks menu at least one week in advance and with assistance from residents and staff
- Check menu against budget for time and money
- Revise menu if necessary
- Write up grocery list including kind of food, form, and amount
- Shop for needed items
- Document purchase and receipts

7. Storing food

- Store fresh foods as soon as delivered
- Store all foods to ensure quality and safe keeping
 - Perishables including milk, meat, fresh fruits and vegetables, butter at 40 degrees or below
 - Non-perishables like cereal, staples in vermin proof containers in dry cool place
 - Store non-food items separate from food
- Frozen foods that have been thawed should not be refrozen
- Inspect perishables daily
- Remove unwholesome foods promptly

8. Shopping

- Avoid diet products and junk foods
- Avoid pre-packaged foods

- Encourage whole grain breads, crackers, pasta, (i.e. wheat, rye, pumpernickel, multi-grain, oatmeal)
- Encourage whole grain cereals (i.e. bran, oatmeal, oat bran, shredded wheat)
- Avoid sugary cereals
- Encourage skim milk, low fat, non-fat dairy products, like cheese
- Encourage buying lean meats
- Encourage fresh fruits and vegetables

9. Substitution rule

- Follow the menus as closely as you can, but in case you do not have particular selections on hand, substitute from within the same food group. That is, you can substitute one vegetable from another, one fruit for another etc....Try to stick with similar foods...a green for a green, a citrus for a citrus when you can. This is to preserve, as much as possible, the spectrum of nutrients. Always note substitutions on the menu and initial these entries so that there is an accurate record of what was served.

DISCUSSION: