


CHAPTER Facilities	CHAPTER 08	SECTION 003	SUBJECT 15
SECTION Safety		DESCRIPTION Food Preparation	
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APPLICATION:

<input checked="" type="checkbox"/> CMH Staff	<input type="checkbox"/> Board Members	<input type="checkbox"/> Provider Network	<input checked="" type="checkbox"/> Employment Services Providers
<input type="checkbox"/> Employment Services Provider Agencies	<input checked="" type="checkbox"/> Independent Contractors	<input checked="" type="checkbox"/> Students	<input checked="" type="checkbox"/> Interns
<input checked="" type="checkbox"/> Volunteers			

POLICY:

It is the policy of the LCCMH Board and Administration that all food preparation in the kitchen or dining areas at Harmony Hall Psychosocial Clubhouse (PSR) and the Stepping Stone Day Activity Program, shall be prepared according the state and local Health Department requirements.

PROCEDURES:

Because people served in the day program and clubhouse learn domestic food preparation practices to aid them in becoming sustaining or contributing societal members, and because these people served may prepare food for themselves, other persons served and staff to consume, the following procedures will be followed by any person served and/or staff member participating in food preparation.

1. All staff working in the day program or PSR program will have a tuberculosis test every 2 years, in accordance with Policy 05.003.05 TB Control for CMH Staff, with the results posted in their personnel files.

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2. All persons served and staff who will be working with food preparation will be trained on safe food preparation, storage and clean-up procedures. Training records shall be maintained by the program supervisor or designee.
3. Kitchen procedures shall be placed in a visible location for staff and persons served.
4. Any staff required to have Safe-Serve Certification will maintain their certification with a copy of their certificate posted in their personnel files.
5. Kitchens that require certification or public health inspections will submit a copy of their certification or inspection results to the Health and Safety Officer.
6. Appliances will be maintained in good working order. The program supervisor will be responsible for placing work orders or submitting purchasing requests for appliances when a need is identified.
7. First aid kits will be placed and maintained in each kitchen area.
8. Food preparation will be supervised at all times, by a staff member.

REFERENCE

Policy 05.003.05 TB Control for CMH Staff

Questions regarding this policy and procedures may be addressed to the Chief Executive Officer or any member of the Management Team.

BS:mgr

This policy supersedes
#02/00017 dated 02/29/2000
