

<b>CHAPTER</b> Facilities	<b>CHAPTER</b> 08	<b>SECTION</b> 003	<b>SUBJECT</b> 15
<b>SECTION</b> Safety		<b>DESCRIPTION</b> 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	<input checked="" type="checkbox"/> Persons Served		

**POLICY:**

Lapeer County Community Mental Health (LCCMH) ensures all food preparation in the kitchen or dining areas at Harmony Hall Psychosocial Clubhouse (PSR) and the Stepping Stone Day Activity Program is in accordance with the state and local Health Department requirements.

**PROCEDURES:**

- A. All staff working in Stepping Stone or PSR program will be assessed for tuberculosis risk at hire and tested as appropriate with the results posted in their personnel files.
- B. All persons served and staff working with food preparation will be educated on safe food preparation, storage, and clean-up procedures. Training records are maintained by the program supervisor or designee if applicable.
- C. Kitchen procedures are placed in a visible location for staff and persons served.

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- D. Any staff required to have ServSafe Certification will maintain their certification and send a copy of their certificate to Human Resources for their personnel files. A copy of the ServSafe Food Manager certificate is posted in the kitchen.
- E. Kitchens requiring certification or public health inspections will submit a copy of the certification or inspection results to the Health and Safety Officer.
- F. Appliances will be maintained in good working order. The program supervisor is responsible for placing work orders or submitting purchasing requests for appliances when a need is identified.
- G. First aid kits are placed and maintained in each kitchen area.
- H. A staff member is onsite at all times when food is being prepared.

**DEFINITION:**

**ServSafe Certification:** The National Restaurant Association’s ServSafe training for food safety education and risk mitigation in the foodservice industry required by the State of Michigan.

**REFERENCE**

Policy 05.003.05 Tuberculosis Screening and Testing for Staff

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