



TITLE:	FOOD SERVICE – QUALITY IMPROVEMENT	POLICY 11.07
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Authority: WAC 388-IBA-2300

PURPOSE:

This policy describes the steps taken to ensure quality food service.

SCOPE:

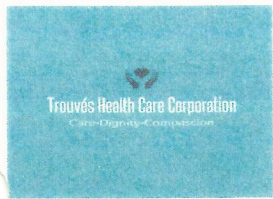
All employees and volunteers.

POLICY:

We strive to evaluate and improve the services provided to residents, including food services.

PROCEDURE:

1. Menu Planning
 - a. Daily/weekly nutritional needs must meet RDA standards.
 - b. Menu assessment sheets are used to tally daily/weeks nutrients. Adjustments will be made when necessary.
 - c. Color combinations, shapes, flavors and temperature contrasts are planned into each menu.
 - d. Limitations of skills, time and equipment that can affect food quality are considered.
2. Procurement
 - a. Purchasing specifications are used for each item, designating the quality form, style and other desired characteristics.
 - b. Checking of all items at delivery for desired quality and quantity.
 - c. Control of storage conditions to protect the quality of food.
3. Forecasting
 - a. At a minimum, use of a three-week cycle menu (except breakfast menus, which can be repeated more often when a variety of foods are offered each day).
 - b. Use of an informed estimate method.
4. Standardized Recipes are used to control quality, quantity, and cost.
5. Ingredient Control
 - a. Standard measuring spoons and cups are use for measuring.
 - b. As weighing ingredients is less time consuming and more accurate than



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- measuring, scales are use whenever possible.
- c. Cooks are trained in appropriate measuring techniques.
- 6. Equipment
 - a. All kitchen equipment is maintained properly.
 - b. Kitchen staff is trained to operate equipment correctly and safely in order to produce quality food.
 - c. Kitchen staff is trained in energy control in the use of ovens, ranges and in the refrigeration units.
- 7. Production Scheduling
 - a. Daily work schedules for food production are used for insuring that foods will not be cooked too far in advance.
 - b. It allows adequate time for preparation.
- 8. Quality assurance program.
 - a. Taste test techniques are used daily.
 - b. Food temperatures are tested daily.

EXCEPTIONS:

No exceptions to this policy may be granted without the prior written approval of the Director.

SUPERCEDES:

None