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| OA Reablement Service | OA Day Care | OA Residential Care | Domiciliary Services | DMH Day Services | DMH Supported Living | DMH Residential Services | EIA'd |
| x                     | ✓           | ✓                   | x                    | ✓                | ✓                    | ✓                        | ✓     |

## C9 CATERING

### POLICY

To ensure staff are fully aware of their roles and responsibilities when working in the catering area.

### PROCEDURE

#### Induction /Training

1. All catering staff (cooks/kitchen domestics) involved in the preparation / cooking of food in the main kitchen in Registered Establishments / Day Centres must attend a **Food Safety level 2 course**.
2. **A designated supervisor in each establishment must also attend a Food Safety level 2 course.**
3. Staff who are involved in the preparation of snack type meals or supporting people in domiciliary care settings are not required to attend a **Food Safety level 2 course** as this is covered in the Health and Safety course.

#### Menu Planning

1. Menus should be planned in consultation with service users and take into consideration their preferences and any **specific** cultural dietary requirements. Specific dietary needs should not be imposed on other service users. **Budgetary requirements must also be adhered to.**
2. A range of drinks should always be available.
3. **Service users should be offered a choice of two courses. At least two choices should be available at each mealtime. This should be taken into consideration when planning menus.**
4. Meals should be prepared and served in respect of service users **specific cultural and religious requirements as required.**
5. A menu choice sheet needs to be completed daily for all service users (**see appendix 1 menu choice sheet and appendix 2 OA day services menu sheet**).
6. Menus should be planned to provide nutritionally balanced meals and to minimise constant repetition of dishes. Consideration should be given to maximising the use of fresh produce, e.g. the use of "in

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## C9

season” fruit and vegetables and to provide sufficient variety of colour, taste and texture to ensure that meals are appealing. Menus should also include a range of five fruit and vegetable servings throughout the day.

7. A record of menus should be maintained for a three-month period on a rolling basis.

### Disability and Mental Health

When planning meals for training sessions, staff should take into account the skills and abilities of service users and the time, facilities and budget available to them.

### Special Requirements / Food Preferences

1. Any special requirements should be recorded on the person centred care plan. If there are central catering arrangements a Notification of Special Requirements form appendix 3 should be completed. This should be kept in the kitchen(s). Information on this form should be reviewed regularly and should include the following as appropriate:
  - Special dietary requirements, e.g. diabetes, food intolerances, cultural preferences and allergies.
  - Food preferences and dislikes.
  - Any need for specially designed cutlery or tableware.
  - Any other identified needs – e.g. assistance with eating meals

Also refer to A5 Assisting Service Users with eating and drinking.

**For further information about food preparation / hygiene etc refer to the kitchen manual**

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