Heritage Senior Dining

Daily Operational Procedures

St Marks United Methodist Church

* Move portable steamtable from storage area, fill to appropriate water level, and turn to level where food will be held at 135 degrees or above.
* Salad bar and sign/contribution holder should be moved from storage room to dining area by front doors.
* Place table for service ware and other items in front of the steamtable.
* Place appropriate service ware (plates, etc.) on table placed in front of serving line.
* Receive food and supplies from food vendor and assist as needed.
* The food vendor will take temperatures of all food and document the readings. The form needs to be signed off by the person in charge. That document will be kept with the vendor.
* Food should meet the following guidelines:
	+ Hot Food: at least 135 degrees
	+ Cold Food: no higher than 41 degrees
* Take and document temperatures of coolers and documenting them on temperature log portion of site binder.
* For food not at appropriate temperature, bring the food to the appropriate temperature or return food to vendor.
* The vendor will set up the food in the steam table and also be responsible for the salad bar.
* Place all cold food not immediately being served, in the refrigerator in storage room.
* Place clean and appropriate serving utensils for each food item with the respective item.
* Keep all food covered until ready for service.
* All staff/volunteers must wash hands before/after working around food and before/after leaving the work area.
* Use single-use, disposable gloves when handling and serving food.
* Appropriate hair restraints (ball caps, hairnets) must be worn by staff/volunteers who are working with or around food.
* A participant can take their uneaten meal home, by requesting a disposable container from staff or volunteers. The date should be marked on the container.
* No food that is out of date shall be served.
* Any leftover food will be taken by the vendor to be discarded.
* All trash should be taken out to the appropriate container.
* All food pans, plateware, serviceware will be taken by the vendor and washed at their facility for use the next serving day.
* All service ware (plates, cups, utensils, etc.) should be stored before leaving for the day.
* All food pans, plateware, serviceware will be taken by the vendor and washed at their facility for use the next serving day.
* Wash all tables and food contact surfaces with detergent using green cleaning buckets.
* After cleaning, spray sanitizer onto surfaces and wipe using a clean wiping cloth.
* All food and food-related supplies must be stored at least 6 inches off of the floor and separated from any chemicals.
* No home-processed(canned) food can be served as part of the meal service.
* All staff/volunteers must complete and adhere to the “Illness Reporting Agreement for Employees and Volunteers Working in Foodservice Areas.”
* All staff/volunteers must review and follow the “Bodily Fluid Clean-up Procedures”, as well as, using the existing bodily fluid clean-up kit.
* Reservations should be made by the participant for the following(s) by documenting it on the meal reservation form, calling the Heritage reservation line, or using the on-line reservation system.
* Reservations should be communicated to the food vendor by 3:00pm the day before the meal.
* Reservations should be made by the participant for the following day(s) by documenting it on the meal reservation form or by contacting the Marion Public Library.
* Staff/volunteers need to ensure that participants are signing in and also are completing a Consumer Intake Form.
* Site coordinator will count contributions and may ask for a volunteer to count as well.
* Site coordinator will then be responsible for depositing money at the bank within 24 hours.
* Ensure that kitchen, storage room and serving area is clean and trash is removed.