In-Service Training for Dietary Employees

It is the policy of Petersen Health Care that the Food Service Manager/RD plans and/or conducts regularly scheduled in-service training and education to develop the skills and knowledge required for satisfactory job performance.

Procedure:

1. In-services should be scheduled according to employee needs. These may include topics such as food storage, food preparation, food temperatures, portion control, etc.

2. Food Service employees are encouraged to attend all facility in-services. Refer to PHC Annual Mandated In-services for a complete listing of topics.

3. Recommended annual dietary in-services include:
   - Food Service Sanitation
   - Food Storage
   - Food Temperatures
   - Kitchen Safety
   - Boil Water Order procedures
   - Food Service in a Disaster
   - Emergency Procedures (fire, severe weather)
   - Therapeutic Diets/Special Needs
   - Fluid Restrictions
   - Portion Control
   - Method of Pureeing Food

4. Sign-in sheets are used to document attendance. (See Inservice Attendance form)

5. The Food Service Manager maintains an in-service record, which documents the topic, date, time, location and an outline summary of the material presented. (See Inservice Attendance form)

6. The Food Service Manager maintains a record for each individual dietary employee of the inservices attended, date attended, length of program, and cumulative hours of training. (See Dietary In-Servicing Record)