



## NUTRITION, FOOD SERVICE & DINING IN LTC

### **SAMPLE: Orientation Topics for New Food Service Employees**

#### **Application and Interview Documentation**

|  |                                  |
|--|----------------------------------|
|  | Application                      |
|  | Interview Notes                  |
|  | References                       |
|  | Certificate(s) of Qualifications |
|  | Resume (optional)                |

#### **Hiring Documentation**

|  |                                                                                                 |
|--|-------------------------------------------------------------------------------------------------|
|  | Written Job Offer – reviewed & signed                                                           |
|  | Police Record Declaration                                                                       |
|  | Email/Internet Policy Acknowledgement                                                           |
|  | Staff Contact Information                                                                       |
|  | Evidence of TB Step 1 or Evidence of TB Step 2 (if required) or arrange with physician          |
|  | Evidence of Flu Shot or Prescription for Antiviral Medication ( <i>if hired October-March</i> ) |
|  | N95 Mask Fit Test Results or arrange for test to take place: _____                              |

#### **New Employee**

|  |                                                                                            |
|--|--------------------------------------------------------------------------------------------|
|  | Employee name & phone number has been added to call-in sheet & availability sheet          |
|  | Employee has been provided with individual access to: PCC/POC, Surge Learning and/or Other |
|  | Employee has been provided with an email address (if appropriate)                          |
|  | Meeting arranged for new employee re payroll, name badge and locker/mailbox assignment     |

#### **Tour of Home**

|  |                                                                                                                                                                                                                                                                                        |
|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | Resident areas: include resident rooms, tub/showers, dining rooms, activity rooms, hairdressing salon, therapy rooms, lounge, gardens/patios, library                                                                                                                                  |
|  | Non-resident areas: staff room, locker rooms, staff bulletin boards, parking lots, employee entrances, first aid station, utility rooms, staff washrooms, door accesses and codes, fire pull stations, administration areas, nursing stations, housekeeping cupboards, emergency exits |



## NUTRITION, FOOD SERVICE & DINING IN LTC

### Essential Regulations, Internal Policies Review

|  |                                                         |
|--|---------------------------------------------------------|
|  | Ministry of LTC regulations and Resident Bill of Rights |
|  | Home Mission Statement                                  |
|  | Dress code                                              |
|  | Organization chart                                      |
|  | Workplace violence policies                             |
|  | Bullying & harassment policies                          |
|  | Abuse and Neglect policy                                |
|  | Emergency codes procedures                              |
|  | Whistleblower protection policy                         |
|  | Privacy of information policy                           |
|  | Health & Safety regulations                             |
|  | Payroll and benefits                                    |

### Food & Nutrition Dept Orientation

|  |                                            |
|--|--------------------------------------------|
|  | Tour of Dietary Dept. – kitchen, serveries |
|  | WHMIS, PPEs, chemicals, eyewash            |
|  | Cleaning schedules, cleaning routines      |
|  | Handwashing, personal hygiene, uniforms    |
|  | Schedules, attendance, work routines       |
|  | Washing dishes, pots, equipment            |
|  | Review of department goals & objectives    |
|  | Eating policy                              |
|  | Personal conduct with residents, coworkers |
|  | Menu, food storage, food production        |
|  | Ongoing staff education                    |
|  | Probationary period                        |



## NUTRITION, FOOD SERVICE & DINING IN LTC

### Food & Nutrition Training

|  |                                          |
|--|------------------------------------------|
|  | Job description, job routines            |
|  | Table settings                           |
|  | Food samples                             |
|  | Food temperatures                        |
|  | Cleaning/sanitizing equipment/work areas |
|  | Food storage principles                  |
|  | Food preparation principles              |
|  | Diets, food and fluid textures           |
|  | Meal service in dining rooms             |
|  | Menu changes                             |
|  | HACCP, food safety                       |
|  | Standardized recipes, production sheets  |
|  | Food preparation principles              |
|  | Equipment temperatures                   |