



NUTRITION, FOOD SERVICE & DINING IN LTC

SAMPLE – Food Service Quality Assurance Audit Schedule

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Resident Satisfaction with Meals – <i>Collect Information from each Dining Room.</i>	Survey a minimum of 3 residents on a weekly basis											
Meal Service in Dining Rooms		X		X		X		X		X		X
Waste Audit	X	X	X	X	X	X	X	X	X	X	X	X
Resident Snack Cart		X			X			X			X	
Equipment Check for Safety, Function		X		X		X		X		X		
Review Of Daily Temperature Sheets	X	X	X	X	X	X	X	X	X	X	X	X
Kitchen Safety	X	X	X	X	X	X	X	X	X	X	X	X
Kitchen Sanitation	X	X	X	X	X	X	X	X	X	X	X	X
Food Purchasing and Storage			X			X			X			X
Chemicals & PPEs In Dept	X		X		X		X		X		X	
Kitchen Security			X			X			X			X
Food Service Operations	X			X			X			X		
Emergency Preparedness/Supplies				X								
Menu Audit				X						X		
Taste Panel – Management/Resident Council	X	X	X	X	X	X	X	X	X	X	X	X
Emergency Phone List Up to Date	X	X	X	X	X	X	X	X	X	X	X	X
Staff Education and Credential Audit	X			X			X			X		



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Other Quality Assurance Activities	<ul style="list-style-type: none"> ● Morning Walk Through of Food Service Areas ● Daily Walkarounds ● Start Up Checklist for Equipment
Daily Record Keeping in Kitchen and Serveries	<ul style="list-style-type: none"> ● Refrigerator and freezer temperatures recorded 2x/day ● Dry storage temperature recorded 2x/day ● Dishwasher temperature recorded 3x/day ● Pot wash sanitizer sink recorded 2-3x/day ● Hot and cold food temperatures recorded 3x/day
Additional Notes	<ul style="list-style-type: none"> ● Complete audits as often as needed. Audits can be done less frequently if Indicators are always met, or more frequently if indicators are often not met. ● Separate audits for the main kitchen and for serveries may be helpful. ● Corrective action should be noted and taken at time of audit as needed. ● Without planned corrective action, there is no reason to complete audits. ● Review and update surveys and audits to reflect regulations and internal policies. ● Individuals auditing should vary instead of having the same individual continuously auditing.