

Area Agency on Aging District 7, Inc.
MEAL SERVICE PROGRAMS
Policy and Procedures

Policy Name: Kitchen Postings/Documents

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Policy #: MSP-024

Revised:

Reference:

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Policy: Provider will ensure adequate information is available in order for meal service employees to complete their duties.

Procedures:

- 1) The following items will be posted and/or available in the kitchen for referral by all meal service employees:
 - a) Allergens Poster
 - b) Material Safety Data Sheets (MSDS)
 - c) Minimum Internal Cooking Temperatures
 - d) Cook's Notes
 - e) Menus
 - f) Cookbook – *Food for Fifty* (or equivalent approved by AAA7)
 - g) Cooking Temperature Logs
 - h) Temperature logs for refrigerators, freezers, dishwasher
 - i) Pot and Pan Washing Procedures (for three-compartment sink)
 - j) Test strips for sanitizer strength
 - k) Hand-washing instructions
 - l) Vendor Delivery Temperature Log
 - m) Driver Test Meals Evaluation Sheets

- 2) An AAA7 staff member, or designed representative, will make periodic visits to confirm requirements are being met.