

Leamington Mennonite Home

POLICY AND PROCEDURE

CATEGORY: Dietary	SUBJECT: Theft Prevention	SECTION: T
DATE: September 2004	Administrator: 	POLICY: 2
REVISION DATES:	Dietary Director: _____	

THEFT PREVENTION

To ensure against the possibility of theft of food items, supplies etc. from the Dietary Department the security measures and protocols have been implemented.

The main kitchen and storerooms shall be locked at 8:00pm each evening by the 4-8pm shift. These areas are to be unlocked at 5:30am by the early Cook.

After 8:00pm if there is something needed by the nursing staff for a resident, RNs may access the kitchen using their master key.