

Leamington Mennonite Home
Long Term Care

**QUALITY & RISK MANAGEMENT
POLICY AND PROCEDURE**

CATEGORY: Quality & Risk Management - Dietary & Nutrition	SUBJECT: New Menu Audit	SECTION: H POLICY: 7
DATE: July 12, 2022	Administrator's Signature: _____	

NEW MENU AUDIT

POLICY:

A meal acceptance new menu audit will be conducted daily for the first four weeks of a new menu cycle to determine if the residents are satisfied with the new menu items served.

PROCEDURE:

The Director of Dietary Services will:

- 1) One week prior to implementing a new menu cycle, document on the New Menu Audit Form the week number, beginning and end date of week, meal items, and level of acceptance.
- 2) Educate all dietary staff on the process for completing the New Menu Audit Form.
- 3) On the first day of each week, post a copy of the New Menu Audit Form in the main kitchen.
- 4) Instruct cooks to inform dietary aides to complete the New Menu Audit Form. This must be done at the lunch and dinner pre-meal production meetings.
- 5) Meet with cooks after each meal to determine the level of acceptance based on feedback from dietary aides.
- 6) Review audit findings at the Resident Food Committee meeting. Follow process for menu changes requested by residents.
- 7) Forward all audit findings to the Support Services Partner by the end of the fourth week of the menu cycle.
- 8) File completed audits in the departmental quality management binder.
- 9) Maintain all audit records for one year.

The Cooks will:

- 1) Review plate presentation, colour, and appeal when preparing show plates and add any negative/positive comments.
- 2) Assess taste and recipes of menu items and add any positive/negative comments.
- 3) Instruct dietary aides to complete the New Menu Audit Form. This must be done at the lunch and dinner pre-meal production meetings.
- 4) Record the amount of leftovers from home areas/neighbourhoods on the production sheets.
- 5) Meet with dietary aides after each meal to discuss acceptance and comments.

6) Meet with the Director of Dietary Services daily to review the New Menu Audit Form.

The Dietary Aides will:

- 1) Attend the lunch and dinner pre-meal production meetings.
- 2) Meet with cooks after each meal to discuss acceptance and comments.
- 3) After each meal, document resident acceptance for specific home area/neighbourhood.