

Leamington Mennonite Home  
Long Term Care

**QUALITY & RISK MANAGEMENT  
POLICY AND PROCEDURE**

<b>CATEGORY:</b> Quality & Risk Management - Dietary & Nutrition	<b>SUBJECT:</b> Departmental Sanitation Audit	<b>SECTION:</b> H <b>POLICY:</b> 9
<b>DATE:</b> July 12, 2022	<b>Administrator's Signature:</b> _____	

**DEPARTMENTAL SANITATION AUDIT**

**POLICY:**

A departmental sanitation audit will be conducted quarterly to ensure that foods are stored, maintained, prepared, and served following standardized food service practices.

**PROCEDURE:**

The Director of Dietary Services will:

- 1) Complete the Departmental Sanitation Audit forms quarterly and review each guideline to identify if the standard has been met or unmet.
- 2) Develop an action plan to meet any items identified as unmet on audit.
- 3) Review status of action plan at the next Leadership meeting.
- 4) File audits and completed action plans in the dietary departmental Quality Management binder.