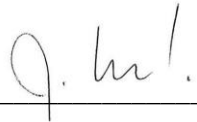


Leamington Mennonite Home

POLICY AND PROCEDURE

CATEGORY: Dietary	SUBJECT: Staffing	SECTION: S POLICY: 3
DATE: December 2004	Administrator: _____ 	
REVISION DATES:	Dietary Director: _____	

STAFFING

POLICY

Staffing for the Dietary Department will meet the standards outlined in the government legislation.

OBJECTIVES

- To ensure there is adequate staffing to provide quality food and nutrition services.
- To ensure the Dietary Staff understand the function and parameter of each specific job routine.

PROCEDURE

1. The Director of Dietary Services in consultation with the Dietary staff will develop job descriptions for all dietary positions. Written copies of this information will be available for staff reference.
2. Dietary Staff will complete routines and offer advice on improvements to the routines on an ongoing basis. Additionally, job routines will be reviewed formally once annually or as determined by the Director of Dietary Services.
3. LMH will ensure a minimum of 42 hours per day meal day Food Handlers time is scheduled daily.
4. LMH will employ a Registered Dietitian. The RD will provide a minimum of 15 minutes per resident per month of clinical services.
5. There will be a Food Service Supervisor on staff on a regularly scheduled basis.
6. The Administrator in consultation with the Director of Dietary Services and Dietitian will develop the job descriptions for all Dietary positions. Government regulations will be followed. A contract between the Dietitian and Leamington Mennonite Home will guide the work of the Dietitian.