



SANTA BARBARA COUNTY  
DEPARTMENT OF  
**Behavioral Wellness**  
A System of Care and Recovery

**Programmatic  
Policy and Procedure**

<b>Policy</b>	Meal Pick-up and Service	<b>Effective:</b>	1/23/12
		<b>Last Revised:</b>	DRAFT
<b>Section</b>	Psychiatric Health Facility (PHF)	<b>Version:</b>	1.1
<b>Sub-Section</b>	Dietary Services		
<b>Director's Approval</b>	_____	<b>Date</b>	_____
	Alice Gleghorn, PhD		
<b>PHF Medical Director's Approval</b>	_____		_____
	Ole Behrendtsen, MD		
<b>Supersedes:</b>	Meal Pick-up and Service eff. 1/23/12		
<b>Approvals:</b>	PHF Medical Practice Committee:	PHF Governing Board:	

**1. POLICY**

- 1.1. Meals to patients meet recognized dietary practices and state and federal guidelines and comply with orders of the practitioners responsible for client care.
- 1.2. Meal times: Breakfast 7:30 am; Lunch 12:30 pm; Dinner 5:30 pm Snack time: 8:30 pm

**2. PICK-UP PROCEDURE**

- 2.1. PHF RD, RA or nursing staff will leave the PHF to pick up meals from **Food Services Contractor ("Contractor")** approximately 45-50 minutes before meals are to be served.
- 2.2. Staff will drive the County van designated for meal pick-up ("**PHF van**"). At each meal food is picked up, staff will also return food storage containers known hereafter as "Cambro", coffee containers, and dirty dishes from the previous meal.
- 2.3. Upon arrival to Contractor's kitchen, PHF staff will check food items being placed in Cambro against menus, kept in a binder in the **PHF county food pick-up van**.
- 2.4. ~~Contractor's staff~~ **PHF staff** will load Cambro and clean dishes into the PHF van.
- 2.5. Upon return to PHF, a minimum of two staff members will unload the Cambro, dishes, and coffee container from the **PHF** van to bring into the PHF.
- 2.6. PHF staff members will record ~~delivery time and~~ food temperatures immediately upon arrival to the PHF kitchen. Hot items must be **at or above** ~~no less than~~ 135° F, cold items **must be at or below** ~~no more than~~ 41° F.

~~2.7. Staff member will initial log to verify temperatures and delivery time.~~

2.8. Refrigerator, and freezer, and milk temperatures will be recorded daily on the attached log, and initialed. If/when an issue of concern arises regarding steps 2.1-2.6 above, including but not limited to menu modifications/variances, staff must note it on the "kitchen concerns" log notify PHF RD. in the kitchen binder. This data will be reviewed by the QAPI Committee as part of ongoing contract monitoring and recommendations for corrective actions will be implemented as necessary.

### **3. SERVICE PROCEDURE**

- 3.1. Two staff members will be present at all meal/snack times (one in the kitchen and one in the dining room) to monitor patient safety.
- 3.2. Staff will wash hands before handling food in accordance with the PHF's Food Handling and Handwashing Policy and Procedure.
- 3.3. Staff will wear appropriate hat/hairnet and gloves before handling food.
- 3.4. Staff will place individually packed and portioned plates/drinks on service table and ensure that all special diets are given to the appropriate patients.
- 3.5. Staff will provide utensils (sporks) to patients, counting them before and after patient use.
- 3.6. Staff will collect all dishes and non-disposable serving pieces from patients upon completion of meal time and return them to Contractor for washing and sanitizing.
- 3.7. House keeping staff will wipe down kitchen and dining area with cleaning supplies labeled "kitchen" under sink food code compliant sanitizing wipes in accordance with manufacturer's label.

### **ASSISTANCE**

Physiatric Health Facility Registered Dietician  
Food Handling and Handwashing

### **RELATED POLICIES**

Infection Control in the Kitchen  
Food Services Contract and Meal Orders

### **ATTACHMENTS**

PHF Daily Temperature Log



**REVISION RECORD**

DATE	VERSION	REVISION DESCRIPTION
10/11/19	1.1	Revised to reflect current process.  Deleted Section 2.7.

***Culturally and Linguistically Competent Policies***

*The Department of Behavioral Wellness is committed to the tenets of cultural competency and understands that culturally and linguistically appropriate services are respectful of and responsive to the health beliefs, practices and needs of diverse individuals. All policies and procedures are intended to reflect the integration of diversity and cultural literacy throughout the Department. To the fullest extent possible, information, services and treatments will be provided (in verbal and/or written form) in the individual's preferred language or mode of communication (i.e. assistive devices for blind/deaf).*

# PHF DAILY TEMPERATURE LOG

Check temperature of fridge, freezer, and milk in fridge before meal service

Proper Temps: FREEZER 0°F OR LESS, FRIDGE/MILK 41°F OR LESS  
If above temp notify Dietary Supervisor or Facilities Maintenance

Month: \_\_\_\_\_ Year: \_\_\_\_\_

DAY	TIME	FREEZER	FRIDGE	INITIALS
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3				
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