NORTHERN NEVADA ADULT MENTAL HEALTH SERVICES

POLICY AND PROCEDURE

SUBJECT: CONTRACT FOOD SERVICES

NUMBER: NN-PC-NS-01

ORIGINAL DATE: 04/06/89

REVIEW/REVISE DATE: 04/02/90, 09/04/91, 03/27/95, 11/12/98, 11/15/01, 02/02/06, 11/20/08

APPROVAL: ______________________________, Interim Agency Director

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I. PURPOSE

The purpose of this policy is to describe the function of the Food and Nutrition Department and the Contract Food Service Company, in integration with Northern Nevada Adult Mental Health Services (NNAMHS), and to provide general guidelines that relate to the organizational structure, operation, and services of the Contract Food Service Company.

II. POLICY

It is the policy of the Food and Nutrition Department Contract Food Service Company to provide optimal nutritional care and quality food service for NNAMHS consumers.
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III. REFERENCES

1. Mental Health Facilities – Rules and Regulations of 10/22/71 incorporated into Nevada Administrative Code (NAC) Chapter 449, 449.593, 449.596, 449.599 on 10/27/82.
2. 1989 Recommended Dietary Allowances established by the Food and Nutrition Boards and National Research Council.
3. Morrison Manual of Clinical Nutrition, 2007 – Diet Manual

IV. PROCEDURE

1. The Food and Nutrition Department Contract Food Service Company shall be responsible for employing a sufficient number of qualified personnel for food preparation and service of the highest quality and meet the standards of food, sanitation, and safety. The Food and Nutrition Department Contract Food Service Company shall meet standards of therapeutic diets, food preparation, food service, and delivery. Food storage shall be established and maintained by the Food and Nutrition Department Contract Food Service Company to comply with state and federal regulations.
2. The Food and Nutrition Department Contract Food Service Company shall provide satellite meals in bulk, food trays and cafeteria-style. The Food and Nutrition Department Contract Food Service Company shall provide food for consumer special functions and theme meals from the main kitchen, to NNAMHS, Lakes Crossing Center, Northern Nevada Child and Adolescent Services, and other state agencies as requested.
3. Consumers shall be served three meals, seven days per week, in a cafeteria or dining room setting. Seasonal cycle menus shall be prepared and served in accordance with the dietary and nutritional standards of the diet manual and of the recommended dietary allowances of the Nutritional Board and of the National Research Council. Regular and therapeutic diets shall be planned quarterly and designed to meet the nutritional requirements

and food preferences of the consumer. A computer analysis shall be provided as required on the regular and the therapeutic diets of NNAMHS, NNCAS and LCC. Modified and specialized therapeutic diets shall be established by the NNAMHS Dietitian to meet individual consumer dietary and nutritional requirements. Food preferences and allergies, food intolerances and cultural food requirements shall be considered.

4. Meals shall be provided at regular times and intervals to the consumers of NNAMHS and other state agencies.

5. Meal service to NNAMHS shall be scheduled so meals may be served at the following times:

Breakfast	7:00 a.m.	to	7:30 a.m.
Lunch	12:00 p.m.	to	12:30 p.m.
Dinner	5:00 p.m.	to	5:30 p.m.

7. Non-selective 21-day cycle seasonal menus, including regular and therapeutic diets, shall be planned quarterly and designed to meet the nutritional requirements and food preferences of the consumers. The menus are written by the Food Service Director, approved by the NNAMHS Dietitian, and distributed to NNAMHS and other state agencies. Menu food substitutions shall be kept to a minimum.

8. Consumers who miss a meal because of prior appointments or other scheduled activities shall receive a sack lunch or hot lunch prepared by the Food Service Department staff, which shall be delivered to the consumer or unit upon nursing staffs request.

9. Individual snacks or nourishments shall be available to the consumers on the units as ordered by the physician, nursing, dietitian or at the consumer's request. Bulk snacks are ordered weekly by NNAMHS unit staff and delivered on a specified day to the units by the Food Service Department staff.

10. The NNAMHS Dietitian shall be responsible for consumer nutrition consultations, education, menu planning, therapeutic diets, and all nutritional aspects of consumer care. The dietitian shall supervise and coordinate the nutritional care of consumers, participate in the quality improvement activities, and ensure quality of nutritional care with the Food and Nutrition Department Contract Food Service Company and implementation of all required standards.
11. The Food and Nutrition Department Contract Food Service Company Food Service Director, in coordination with the NNAMHS Dietitian and food service staff, shall be prepared to perform assigned food service responsibilities through appropriate orientation, education, and training.
12. The Food and Nutrition Department Contract Food Service Company Food Service Director shall be responsible for the operation of the department, implement established policies and procedures; coordinate and integrate the therapeutic and administrative aspects of food and nutrition services, with the NNAMHS Dietitian and other state agencies.
13. The Food and Nutrition Department Contract Food Service Company Food Service Director shall be responsible for supervising and monitoring the appropriateness of the food and nutritional services and the operation of the Food Service Department, in coordination with the NNAMHS Dietitian, based on regulations and standards and shall take necessary action to meet these regulations and standards.
14. The Food and Nutrition Department Contract Food Service Company shall have policies, procedures, or other mechanisms defining the preparation, storage, distribution, and administration of food and nutrition products. The department policies, procedures, and operations shall be subject to annual review and revisions by the Food Service Director and the NNAMHS Dietitian. The policies and procedures shall be enforced by the Food

Service Director of the Food and Nutrition Department Contract Food Service Company.