

## The Guild for Human Services

### Policy/Procedure Food Service Program

**Subject:** To establish guidelines for the provision of food services at the day and residential programs of The Guild for Human Services.

**Definition:** **Food Services** – covers both the day and residential programs and all aspects of compliance with the National School Lunch Program such as meal planning, meal preparation (including special dietary needs), food ordering, pick-up and delivery, storage, sanitation, service delivery and record keeping to ensure proper nutrition and appetizing meals for students attending The Guild for Human Services.

**References:** Department of Early Education and Care (DEEC), CMR 3.07:6;  
Department of Elementary and Secondary Education (DESE), 603  
CMR 18.06:7

**Policies:** The Guild for Human Services will provide a food service program that ensures appetizing and nutritionally balanced meals and snacks to all students in both the day and residential programs. Students will be encouraged to participate in meal preparation and staff provides an atmosphere at meal time that enables socialization and leisurely conversation.

The Guild for Human Services will prepare and serve meals in a manner and amount appropriate to nutritional needs of each student, including special dietary needs, consistent with applicable state and federal regulations.

No student will be denied, nor unreasonably delayed, a meal for any reasons other than medical prescriptions. Meals will not be withheld as a form of punishment under any circumstances. The Guild for Human Services will encourage students to eat a well-balanced diet, but no student will be force fed or otherwise coerced to eat against his/her will except where medically prescribed.

The Guild for Human Services will serve meals to students which are substantially the same as those served to staff, unless age differences or special dietary needs require differences in diet.

The Guild for Human Services will allow students to eat at a reasonable, leisurely rate and normal conversation during meals will

be encouraged.

The Guild for Human Services staff will be present to assure that each student receives adequate amounts and a variety of food.

The Guild for Human Services will provide meals and snacks to all residential students that meet or exceed 100% of the daily nutritional needs of children. “Day-only” students will receive meals and snacks that provide one third to one half of the daily nutritional needs of children in accordance with the “Food and Nutrition Board, national Academy of Sciences national Research Council Recommended Dietary Allowances.”

Procedures: 1.0 The Guild for Human Services insures the provision of a nourishing, well-balanced diet to all students by adherence to the following procedures for the purchase, storage, preparation and serving of food at the residences and school. These procedures will be implemented and monitored by the Director of Nutrition, the Chief Operating Officer and designated staff.

1.1 Overall responsibilities: The Guild for Human Services is responsible for the overall monitoring and implementation of the Food Service Program, including food planning, food purchase, meal service, sanitation, record keeping and cost control. The Director of Wellness & Nutrition is responsible for overseeing the overall program. The Director of Wellness & Nutrition will plan cafeteria menus along with food purchase order lists, keep records, cost control for the school cafeteria, create a weekly residential food staple order list, monitor the nutritional practices of each residence, give ‘Pre-Service’ nutrition education workshops to new employees as well as regular nutrition education workshops to residential staff, teach food and nutrition class and consult with school nurses, classroom teachers & staff regarding student nutrition.

The Food Service Manager will be responsible for ordering food and supplies, food preparation, meal service, food storage, sanitation, inventory control, production records in compliance with the National School Lunch Program (NSLP) Food Component records and distribution of residential food staple orders.

1.2 Purchasing/Storage: The Food Service Manager will purchase all foods for the school breakfast and lunch programs from licensed vendors. On a weekly basis, the Residential Managers will, with input and assistance from the students, coordinate daily menus and food shopping at local supermarkets. Each house manager is responsible for overseeing food

purchases. Currently, the food budget for each residence is calculated on a student population ratio. Generally, food is purchased once or twice a week or as needed. Resident students are selected to accompany residential staff for each food shopping trip, depending upon the student's recreational activity schedules. A foods staple order list, which is generated by the Director of Wellness & Nutrition, is available on a biweekly basis to each residence. Residential Managers may order and collect food staple supplies from the cafeteria. The cost of the staple foods ordered is reflected in the residences food budget. Residential managers are responsible for overseeing meal planning, inventory control, sanitation, food safety & storage practices in compliance with the NSLP.

- 1.3 Residential Food Planning and Menus: Foods will be purchased for the residences based on menu plans and the residence's internal inventory. The Residential Manager and his/her designee will a) follow menu plans designed b) record meal counts at the residences for the school lunch and breakfast programs c) record food inventory at the residences and d) fill out shopping lists and coordinate the shopping with the assistance of the students at local supermarkets. The residential staff will take turns preparing meals, accompanied by resident students. All residential staff members attend nutrition workshops with the Director of Wellness & Nutrition as well as scheduled meetings throughout the school year for updates on general nutrition, nutritional guidelines, menu planning, food preparation, safe food handling and special programs and events. The staff at each residence conducts a weekly menu planning session with resident students. Individual students are assigned one night of the week to create a menu plan for all residents, which include selecting a protein, whole grain, vegetables and a fruit. A grocery shopping list is created and the attending staff sets scheduled grocery shopping trips with students for the week.
- 1.4 Food Storage/Food Safety: The Food Service Manager will monitor the food safety program in the school cafeteria & school kitchen. A weekly review will be conducted to monitor proper food sanitation procedures such as food handling, food preparation and food storage practices to identify potential food safety hazards to ensure foods are safe for human consumption. The Residential Director or designee monitors compliance via weekly check lists (punch list).
- 1.5 Sanitation: The Guild for Human Services will properly wash and sanitize all kitchen equipment, serviceware, dinnerware, tableware, and flatware. The Guild for Human Services will properly dispose of food, milk or beverages unfinished by a student or staff. The Food Service Department and residences maintain recycle programs according to city codes.
- 1.6 Menus and Recipes: The Director of Wellness and Nutrition will prepare all

menus and recipes for the school lunch program. All residential menus will be developed with residential staff based on input from the students and will follow nutritional guidelines established in the *Dietary Guidelines for Americans, 2010*, with guidance from the Director of Wellness and Nutrition. Seasonal recipes are provided by the Director of Wellness and Nutrition.

- 1.7 Food Preparation: It is the responsibility of the staff members, as designated by the Residential Manager, to prepare and /or supervise all meal preparation at the residence. The students will help with weekly menu planning and daily food preparation. All staff members will be trained in safe food handling at a 'pre-service' nutrition education session. Residential staff will teach resident students safe food handling skills. Pre-Bridge students are also provided additional knowledge of safe food handling during a school 'Foods & Nutrition' class. At meals, food is served 'family-style' at all residences. There are always alternative foods available for students to select such as deli, tuna, or grilled cheese sandwiches and soup. The residential staff is present during meals and is encouraged to sit and dine together with the students.
  
- 1.8 Special Diets: Students with special diets will be monitored by the school nurse in consultation with the Director of Wellness and Nutrition and the Residential Managers and staff. The Director of Wellness and Nutrition will help teach the residential staff how to implement a healthy menu, food preparation and food purchase plan. Copies of each special diet shall be placed in the student's main file, and files at the nursing department and the Food Service Department at the day school and at their respective residence. Reminders of each student's special needs will be posted at the day school serving area and at the student's residence.
  
- 1.9 Food Ordering: The Food Service Manager will order food for the daily school lunch/breakfast program based on inventory levels and needs. The Food Service Manager will place orders with vendors according to a standard cycle of order and delivery agreed upon with each vendor. Each Residential Manager will work with his/her staff and students to create a shopping list and coordinate the shopping with the assistance of the students at the local supermarket and farmers' markets.
  
- 1.10 Deliveries: Upon delivery of a food order from a vendor at the school, the Food Service Manager will check the delivery against the order and pass the delivery information to the business office.
  
- 1.11 Emergencies: In the event the Food Service Manager requires emergency leave or if the Food Service Manager position is vacant, the Director of Wellness and Nutrition and the Chief Quality Assurance officer will be responsible for securing the services of external, fully certified food service personal as well as nutrition consultants.

Through this effort, the Director of Wellness and Nutrition will work to ensure food orders, food preparation and daily food service to students remain uninterrupted.

1.12 Transition to Independent Living Programs:

Students at the Pre-Bridge/Bridge classrooms are trained by the Director of Wellness and Nutrition during the Foods & Nutrition class and by the Residential Manager and his/her staff on foods and nutrition life skills featuring menu planning, food purchasing, food preparation and safe food handling. The staff relays nutrition education messages received in their ‘pre-service’ and periodic nutrition sessions with the Director of Wellness and Nutrition to their students. Currently, the Pre-Bridge/Bridge students are also enrolled in a weekly ‘Foods and Nutrition’ class taught by the Director of Wellness and Nutrition and the Bridge/Pre-Bridge teachers at school. An important component of this class is to have students learn about nutrients, understand the Dietary Guidelines for Americans 2015, to create and track a personalized healthy food and menu plan, read and follow a recipe, use kitchen measuring skills, make a shopping list, read food nutrition labels, comparison shop, explore a variety of supermarkets, Farmer’s Markets and farm stands, food and kitchen safety and prepare and serve selected foods/recipes. These students also act as ‘student leaders’ to assist these teachers in other classes on ‘Foods and Nutrition.’

1.13 Program Monitor:

A monthly review of all supermarket receipts is conducted by the Director of Wellness and Nutrition. This includes an analysis of the type, quantity and cost of specific food categories such as fresh produce, meats, processed meats, seafood, dairy, grocery, frozen foods, bakery, candy & soda and other beverages. Nutritional suggestions for improvement as needed is given to each Residential Manager. The Director of Wellness and Nutrition works closely with the Residential Managers to provide nutrition education for house specific needs as requested to the residential staff and has developed a ‘Menu Planning Form’ for staff & students and a ‘Healthy Foods Grocery Shopping List’ for each house. Cooking class and menu planning sessions with the Director of Nutrition are held periodically with Bridge and Pre-Bridge residential students.

Menus for a four week period for the day school cafeteria program and each of the residences are provided in a separate menu binder.

1.14 Food and Nutrition PS 14.2

**Breakfast** is available at the residences 7 days a week and 5 days a week (during the school week) in the school cafeteria.

**Lunch** is available 5 days a week (during the school week) in the school cafeteria, and at the residences on weekends, during holidays, school vacations, snow days or home sick days.

All students receive breakfast and lunch free of charge (included in tuition fee.) No collection of fees during breakfast or lunch times anywhere on campus or at the residences.