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| Facility Name |
| Topic: | Personal Food Items |
| Manual: | Foodservice/Dietary Department  | Policy No.:  |  |
| Issue Date: |  | Revision Date(s): |  |

**Personal Food Items**

**Policy**

It is the policy of this facility to properly label, store, and discard food items provided from any outside source for a resident.

**Procedure**

1. Personal food items provided by family or other visitors may not be stored in regulated kitchen storage areas.
2. Personal food items may be stored in resident’s personal storage, refrigerator, or freezer.
3. If personal storage, refrigerator, or freezer are unavailable, items can be stored in common use storage, refrigerator, or freezer areas.
4. Refrigerator or freezers will have a thermometer inside for the unit to be verified and monitored for temperature adequacy.
	1. Refrigerators: <41°
	2. Freezers: 0°
5. Items should be labeled with:
	1. Resident Name/Room Number
	2. Date for Discard:
		1. Refrigerated Items:
			1. Commercial product: Seven days from the date package was opened.
			2. Homemade product: Seven days from the date it was made.
		2. Frozen Items:
			1. Commercial product: Follow the expiration date on the package.
			2. Homemade product: Two months.
			3. Dry Storage: Seven days from the date package was opened.
6. Staff will help resident and family/visitor to understand:
	1. Safe handling practices, including cooking, storage, reheating, and discarding.
	2. Resident’s diet order related to foods provided, and make documentation in resident’s permeant record.