



Preparing for State Inspection

The Basics

Objectives:

1. After the in-service, employees will be able to identify two reasons to label and date foods in the kitchen
2. After the in-service, employees will be able to correctly label and date food items in the kitchen.
3. After the in-service, employees will be able to demonstrate appropriate dress in the workplace.
4. After the in-service, employees will be able to state/ comply with policy established sanitation habits.

Introduction:

Today we will be discussing proper labeling and dating procedures, compliance to dress code, and sanitation habits as established per company policy. Reminder: this should all be a review!

Why labeling and dating is important:

- To prevent:
 - Food spoilage
 - Food waste
 - Food-borne illness
 - Prevent cross-contamination

How to label and date:

- Wrap and store the food item appropriately
- Find a label and fill it out:
 - Label what the food item is
 - Mark the exact date food was prepared
 - Mark a “use-by” date
 - Put your name/initials on the label
- **PLEASE** comply to facility policy for correct use-by date and encourage staff to refer to posted information about shelf-life
- **ALL** open containers should have an open date AND a use-by date

Appropriate dress code:

- Dress:
 - Correct color uniform, apron use, if jackets are allowed, if sleeves are allowed, non-slip shoes with socks, closed toe shoes
 - Glove use – refer to the facility policy if there are exceptions for use, over nail polish/fake nails (if allowed), always over a band-aid



NUTRITION SERVICES, INC.

Registered Dietitian Consulting Group

- Hair
 - All hair must be restrained either with hat, hairnet or both
 - Bangs are not allowed to be out of restraint
 - Refer to facility policy regarding beard/mustache guards
- Jewelry
 - Typically, only small earrings and plain band rings are allowed; if policy states differently, please follow policy
 - No watches, Fitbits, medical alert bracelets (can be work around neck or carried in pocket if needed)

What are sanitation habits we can focus on preparing for inspections? (Please defer to your specific facility policy for appropriate instruction, below are examples of observed inappropriate habits)

- Eating habits
 - Drinks must be covered with lid and have straw to be consumed in kitchen away from food prep areas (no bottles, coffee cups, etc)
 - Food is not to be consumed near prep or serving areas except to taste during prep
 - If you bring a lunch, it cannot be stored in walk-in cooler, prep fridge, or fridges on patient units. It can be stored in employee breakroom or personal locker
- Dishwashing
 - Do no store dishwasher racks on the floor between or during use
 - Do no overload a dishwasher with items to be washed
 - Do not eat in the dishwashing area
 - Do no dry items with towels after washing
 - Check sanitizer concentration in 3 compartment sink ____ (i.e. every 2 hours)
- Busing
 - Sanitation buckets must be changed _____ (i.e. every 2 hours, after every meal)
 - Do not eat food off plates when busing
- Serving
 - Carry plates with thumb touching edge of plate only
 - Hold bowls and cups from the bottom
 - Do not touch tops of silverware
 - Comply with established serving times for meals as bases to hold room trays hot only retain heat for approximately 30 minutes
- Handwashing
 - When should hands be washed?
 - Before and after
 - Using disposable gloves



NUTRITION SERVICES, INC.

Registered Dietitian Consulting Group

- Food preparation and service
- Feeding a resident
- Eating
- Handling medication
- After
 - Arriving to work or taking a break
 - Handling raw meats
 - Touching dirty dishes/ equipment, utensils
 - Handling trash, money, cell phones
 - Using cleaning chemicals
 - Coming in contact with bodily fluids (including sneezing)
 - Using the restroom
 - Drinking, chewing gum, using tobacco
 - Touching any part of your body
- How should hands be washed?
 - At designated handwashing sink, turn water on as hot as you can stand
 - Rinse hands and up to elbows
 - Obtain soap and scrub up to elbows for 10-15 seconds
 - Rinse hands and up to elbows
 - Dry with paper towels
 - Turn off water with used paper towels
 - The whole process should take about 20-30 seconds



NUTRITION SERVICES, INC.

Registered Dietitian Consulting Group

Name: _____

Position: _____

Date: _____

Preparing for Inspection: The basics

Pre-test:

1. True or False: Women can wear their diamond engagement rings to work.
2. True or False: If a resident leaves food on their plate, an employee can eat it.
3. Circle all the apply: What should be included on a food label?
 - a. Name/initials
 - b. The food item
 - c. A smiley face
 - d. Date it was made/received/opened
 - e. Number of servings
4. True or False: When washing hands, wash up to your wrists with soapy water then rinse and dry.
5. List 2 reasons proper dating and labeling of items is important:

Post-test:

1. True or False: Women can wear their diamond engagement rings to work.
2. True or False: If a resident leaves food on their plate, an employee can eat it.
3. Circle all the apply: What should be included on a food label?
 - a. Name/initials
 - b. The food item
 - c. A smiley face
 - d. Date it was made/received/opened
 - e. Number of servings
4. True or False: When washing hands, wash up to your wrists with soapy water then rinse and dry.
5. List 2 reasons proper dating and labeling of items is important:



NUTRITION SERVICES, INC.

Registered Dietitian Consulting Group

Answer key

1. False
2. False
3. A, b, d
4. False
5. List two of the four:
 - a. Food spoilage
 - b. Food waste
 - c. Food-borne illness
 - d. Prevent cross-contamination