

DIETARY ORIENTATION CHECK-LIST

Please read and see the following.

All employees must answer questionnaire, take and record temperature and sign form before entering work area. If you have temperature over 100.4 notify your manager or employee health nurse ASAP. Do not enter your work area!

1. Hairnets and face mask must be always worn. Wash hands for 20 seconds.
2. Name tags must be always worn.
3. No employee may chew gum while on duty.
4. Employees may not eat or drink in the kitchen.
5. Smoking is not allowed in the hospital. Must clock out and leave Hospital grounds (Break only)
6. All kitchen employees must wash hands after touching face or hair, using the restroom, and always before working with food.
7. Nail polish may not be worn.
8. Only small, non-dangling earrings may be worn by persons with pierced ears only.
9. Black pant uniforms with print top to match must be worn.
10. Jewelry may not be worn except plain wedding band.
11. Shoes must be worn and kept clean. They must be Slip resistant.
12. Each employee must clock their own self in and out each time. Do not give your password to anyone. If you miss a punch notify your supervisor ASAP. You will have to fill out missed punch form and turn in to the Dietary manager.
13. Telephone calls must be limited to emergencies.
14. Employees are allowed 1—15-minute break and 1—30-minute break. (8-hour shift)
15. Toothpicks must not be used while working in the kitchen.
16. No cell phones may be used in working areas of the kitchen and must be kept on vibrate and out of sight.
17. Each employee is expected to clock in and out on the correct time. There is no over time unless approved by your supervisor in advance.
18. ALL LEFTOVER FOODS MUST BE THROWN AWAY IN GARBAGE OR LABELED AND DATED AND PUT BACK IN REFRIGERATOR.

19. EVERY EMPLOYEE MUST COME TO WORK WITH CLEAN NEAT UNIFORMS AND SHOES.
20. Each employee is an important member of this team, let's all work together. T.E.A.M.
21. No visitors in kitchen. Do not give back door code to anyone other than employees of hospital. Do not let anyone in the hospital except hospital employees and delivery drivers.

Date _____ SIGNATURE _____