

“BREAKFAST BUNCH” POLICIES & PROCEDURES

Written on: January 14, 2008
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Parkside Special Care Center

- Breakfast will be served for up to twelve (12) selected residents at 7:30 am in the Parkside Living Room; list of residents may change according to level of appropriateness
- Begin taking residents into Living Room by 7:00 am, and serve them coffee or appropriate beverage.
- Three (3) tables will need to be set up (**CNA & Housekeeping**). Add twelve (12) chairs at the table by 7:20 am, or as soon as residents begin arriving for breakfast.
- Tablecloths, linen napkins, candles, cd's, etc. will be kept in the locked, glass cabinet located in the Resident Living Room
- Keys to the cabinet will be issued to Activities Supervisor and Assistant, Maintenance Supervisor, Dietary Supervisor, Records, and Laundry
- Table set-up (**CNA**) will include tablecloths, matching linen napkins at each chair, three (3) battery operated candles, and fresh-cut flowers, which will be provided on a rotating weekly basis by the **Parkside staff**
- **CNA on duty** will provide warm wash cloths for resident hand washing prior to and after meal being served
- Service and supervision of dining will include, but is not limited to, **one (1) CNA and one (1) Activities Department employee**.
- Bus tubs will be provided to remove dirty dishes when dining is finished; cart, dishes and soiled linens must be returned to the appropriately department immediately after lunch is finished (**CNA on duty**)
- Spot removal cleaner must be applied by **CNA and Act. Assist.** to tablecloths and placemats prior to placing in bags to be laundered
- Tables must be returned to area outside sliding glass door (**Housekeeping & Maintenance**), and chairs in living room must be re-set for morning activity
- After breakdown is complete, carpet must be vacuumed prior to residents re-entering living room (**Housekeeping**)
- If desired, **CNA on duty** may request one (1) breakfast from the kitchen prior to service, to be eaten in the living room with residents after all residents are served; meal satisfaction forms will be provided by the Dietary Department for staff to evaluate meal