

## “DINNER BUNCH” POLICIES & PROCEDURES

Written on: January 24, 2008  
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Parkside Special Care Center

- Dinner will be served for up to twelve (12) selected residents at 5:00 pm in the Parkside Living Room; list of residents may change according to level of appropriateness; list is posted behind living room door.
- Living Room must begin to be cleared of residents from afternoon activities beginning at 4:20 pm, or as soon as afternoon activity is finished.
- Three (3) tables must be set up in the living room (**Assigned CNA, Act. Assist. & Laundry (weekends)**) with twelve (12) chairs at the table by 4:45 pm, or as soon as residents are cleared from the living room.
- Tables are to stay set up after dinner for following activity and for morning 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, and Laundry.
- Table set-up (**Assigned CNA & Act. Assist.**) 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 dinner 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.
- After breakdown is complete, carpet and dining area must be spot cleaned (**Assigned CNA & Act. Assist.**)
- If desired, **CNA on duty & Act. Assist.** may request one (1) dinner 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