

## “LUNCH BUNCH” POLICIES & PROCEDURES

Written on: September 25, 2007  
Ryan Krebs, Director of Dietary Services  
Parkside Special Care Center

- Lunch will be served for up to twelve (12) selected residents at 11:30 am in the Parkside Living Room; list of residents may change according to level of appropriateness
- Living Room must begin to be cleared of residents from morning activities beginning at 11:10 am, or as soon as morning activity is finished
- Three (3) tables must be set up in the living room (**Maintenance & Act. Assist.**) with twelve (12) chairs at the table by 11:20 am, or as soon as residents are cleared from the living room
- Tables are to be kept outside the sliding glass door inside the employee break area
- 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 (**Act. Dept.**) 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 afternoon 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) lunch 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