

“SILVERWARE ROLLING” POLICIES & PROCEDURES

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Parkside Special Care Center

- Silverware activity should be done in an appropriate area for residents to be free of distractions, such as the empty dining room or the living room, if other activities are not being conducted at the time.
- Rotating departments will be chosen by Activities Director. A schedule for the departments' days will be consistent. It is the responsibility of the individual Department Supervisors to decide who will be most appropriate to perform the activity at the allotted time. This should be done at the beginning of the shift, so the responsible staff member is aware of the time and activity.
- Two residents will be chosen by the Activity Director to participate in the activity. If these residents are not able, or are uninterested in participating, communicate with the Activities Director who might participate instead.
- Times for the activity must be a priority to ensure readiness for mealtimes. Scheduled times are as follows:
 - 10:30am (for lunch)
 - 3:30pm (for dinner)
 - 7:00pm (for breakfast)
- Staff member must have 14 matching napkins (from Laundry or cabinet in living room) and 14 sets of spoons and forks (from Dietary Department).
- Staff member must wash hands, and assist residents in washing hands prior to activity
- Gloves must be worn for entire activity. Seat residents at a clean, sanitized, clutter-free table (refer to Helping Programs Policy for complete details)
- Once activity is completed, take rolled silverware on a service tray to Living Room for next meal period. Place in locked cabinet.
- Staff member must fill out Activities Evaluation Form by the end of their shift and return it to Ryan Krebs, Director of Dietary Services.