



Nutrition Policy checklist for managers

Community:	CBHSSJB Foodservice establishments:			
	<input type="checkbox"/> Hospital	<input type="checkbox"/> Group Home		
	<input type="checkbox"/> MSDC	<input type="checkbox"/> Reception Centre		
Objective 1: Offer a variety of meals and snacks of high nutritional quality	Always	Most times	Some-times	Never
Each meal served include foods from the 4 food groups (Vegetables & Fruits, Grain Products, Milk & Alternatives, Meat & Alternatives)				
Meals served are tasty				
Meals served are attractive				
Menus are planned according to clientele needs/age/preferences				
Options are proposed to accommodate personal preferences				
Serving sizes are adapted to clientele				
Meals are based on the Plate Method				
A variety of foods from each food groups is offered				
Recipes containing sesame, nuts, peanuts, peanut butter and nut or sesame oil are clearly identified				
Vegetable oil is used				
Non-hydrogenated margarine is used/served				
Lard and/or shortening are used*				
Fried foods are served*				
Processed meats are served* (Bologna, bacon, corned beef, hot dogs, pepperoni, sausages, etc.)				
Processed foods, commercial meals or snacks are served* (Fried chicken, French fries, chips, pizza, etc.)				
Commercial pastries or mixes are served* (Donuts, Danish, commercial muffins, cookies, cakes, etc.)				
Whole grain products are offered (Whole grain pasta, rice, breads, cereals, etc.)				
Part of the white flour is substituted by whole wheat flour in recipes				
Water or milk is provided at each meal/snack				
Sweet drinks are served* (Fruit flavor drinks, fruit punch or cocktail, soft drinks, ice tea, sports drinks, hot chocolate, etc.)				
Salted crackers, vegetable juice, soup or sauce bases, soy sauce are served*				
Fresh or frozen vegetables are served more often than canned				
Desserts or snacks containing fruits or dairy are served				
Meals are adapted to individual needs (Diabetes, blood pressure, cholesterol, renal disease, food allergies, chewing and swallowing abilities, etc.)				
Objective 2: Reduce impact on the environment	Always	Most times	Some-times	Never
Menu is planned ahead				
Menu is adjusted to seasonal availability (Local fish and berries in summer, apples from Quebec in the fall, etc.)				
Recipes are standardized				
Standardized recipes are used				
Meals are prepared according to needs, to avoid leftovers or waste				
Foods with less packaging are purchased when available				
Food packages are recycled				
Food scraps/waste are composted				
Foods is purchased locally when available (Strawberries or corn from Quebec instead of US)				
Tap water is used/served instead of bottled water				
Meals are served in reusable dishes				

*These types of food should be avoided in food establishments of the CBHSSJB



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Objective 3: Provide foodservice settings that support healthy eating		Always	Most times	Some-times	Never
Kitchen is clean					
Kitchen is safe					
Equipments to maintain, prepare and serve food are available <i>(Fridge, freezer, stove, oven, heating table, etc.)</i>					
Equipments to maintain, prepare and serve food are functional <i>(Fridge, freezer, stove, oven, heating table, etc.)</i>					
Dining area is adequate for the needs of clientele <i>(Wheelchair or walker access)</i>					
Enough time is allowed for meals/snacks, considering the needs of clientele					
Meals occur in a pleasant atmosphere					
Adaptive eating utensils and dishes are available when needed					
Objective 4: Promote healthy eating habits		Always	Most times	Some-times	Never
Personnel has been informed of the existence of the Nutrition Policy					
Personnel has been informed of the procedures related to the Nutrition Policy					
Foodservice settings and personnel promote healthy eating <i>(Lead by example, encourage clientele to choose nutritious foods, promote new recipes, etc.)</i>					
Meals served respect cultural food preferences <i>(Traditional recipes, local fish and berries, traditional meats where agreement with MAPAQ exists)</i>					
Menu is posted ahead for clientele					
Objective 5: Provide training to staff and managers	Yes	No	Date of last training		
All personnel received training in food safety and hygiene					
All personnel received training in nutrition <i>(Nutrition Policy and its procedures, healthy eating, Individual dietary needs, food allergies)</i>					
All personnel received kitchen training <i>(Menu planning, ordering, preparing, serving, etc.)</i>					
New personnel received training upon arrival					
Objective 6: Ensure the overall quality of food and drinks offered		Always	Most times	Some-times	Never
An ordering list is used for purchasing foods					
Nutritional and quality criteria/specifications are included to the ordering list					
Quality of food is inspected upon reception					
Quality of food served is controlled daily <i>(Keep food at safe temperature, separate raw meat/fish from cooked foods, taste meals and measure temperature before serving, etc.)</i>					
Procedures are in place to ensure food safety <i>(Refer to: Hygiene checklist)</i>					
Clientele satisfaction is measured regularly <i>(Refer to: Clientele satisfaction questionnaire)</i>					
Average number of meals served per day:	Total number of meals served per month:				
Comments (improvements or issues)					
This month we will work on improving....					
Manager's signature:		Date:			

At the end of each month, please fax this form to: (418) 923-2564