



HEALTH HOLDING

HAFER ALBATIN HEALTH  
CLUSTER  
MATERNITY AND  
CHILDREN HOSPITAL

<b>Department:</b>	Dietary Services (DT)		
<b>Document:</b>	Internal Policy and Procedure		
<b>Title:</b>	Food Service Policy		
<b>Applies To:</b>	All Dietary Services Staff		
<b>Preparation Date:</b>	January 06, 2025	<b>Index No:</b>	DT-IPP-010
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## 1. PURPOSE:

- 1.1 To raise the standard of hygiene.
- 1.2 To define and publicize lines of responsibility.

## 2. DEFINITONS:

- 2.1 Food Service Policy – The dietary department provides nutrition care and services to patients, staff and visitors provided in the forms of meals delivered to individual inpatient rooms and meals in the hospital.

## 3. POLICY:

- 3.1 Dietary Service Staff will adhere and implement with the supervision of the Dietary Service Director.

## 4. PROCEDURE:

### 4.1 General Rules:

- 4.1.1 General principles for prevention of hospital acquired in food – handling areas includes:
  - 4.1.1.1 Purchase of good food from reliable sources
  - 4.1.1.2 Proper storage, preparation and utilization of food.
  - 4.1.1.3 Proper methods of serving food.
  - 4.1.1.4 Care of left over foods, equipment and utensils.
  - 4.1.1.5 Education of food – service personnel.

### 4.2. Food Service Personnel:

- 4.2.1 The Director of Nutrition must have a comprehensive knowledge of all
  - 4.2.1.1 Areas involving food service, nutrition and appropriate housekeeping techniques.
  - 4.2.1.2 Hospital Employee.
  - 4.2.1.3 Supervisors of Food Service personnel and dieticians must meet the standard, specifications of their functions. Daily surveillance of all food handlers and food storage, preparation and servicing areas is imperative to assure proper compliance.

### 4.3 Measures to minimize the possibility of contamination & transfer of infection should be strictly enforced.

- 4.3.1 Contract Employees
- 4.3.2 It is the responsibility of the food server manager to employ staff who is knowledgeable about their craft.

### 4.4 Personal Hygiene:

- 4.4.1 All personnel should keep themselves properly cleaned & neat including a control of hair.
- 4.4.2 All personnel must thoroughly wash their hands when they enter the food – processing area after using bathroom & after handling raw food.

### 4.5 Personal Health:

- 4.5.1 All food – service personnel are required to have a pre – employment medical Certificate of fitness. Subsequent routine medical checkups are carried out at regular intervals.

- 4.6 Education and Training
  - 4.6.1 All personnel should receive prompt training in good food handling practices prior to providing food services without direct supervision.
- 4.7 Food Hygiene
  - 4.7.1 Storage of Food – food and non-food supplies should be stored in compliance with the standard, sanitary, safe and secure conditions.
  - 4.7.2 Preparation and Handling of Foods – all foods and work areas must be kept immaculately clean at all times.
  - 4.7.3 Service of Food – special precaution should be taken to keep manual contact with food to minimum.
- 4.8 Hospital Staff Areas:
  - 4.8.1 Portion of food once served to a customer cannot be served to anyone else.
  - 4.8.2 Food servers should see that staff refrains from touching, smelling or otherwise fondling portions of food prior to selecting their portions.
- 4.9 Inpatient care areas.
  - 4.9.1 Foods are to be delivered to patient rapidly at proper temperatures & protected from contaminations at all times.
- 4.10 Disposable dishes.

## **5. MATERIALS AND EQUIPMENT:**

N/A

## **6. RESPONSIBILITIES:**

- 6.1 Dietary Service Staff

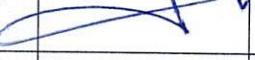
## **7. APPENDICES:**

N/A

## **8. REFERENCES:**

- 8.1 Medical Nutrition Therapy Book
- 8.2 Dietary Manual 4<sup>th</sup> edition Oct 1994
- 8.3 General Directorate of Health Affairs (Al – JOUF), Maternity & Children's Hospital [JF - MCH], 1434. Kingdom of Saudi Arabia

**9. APPROVALS:**

	Name	Title	Signature	Date
<b>Prepared by:</b>	Ms. Abrar Abdullah Al Bahr	Dietician		January 06, 2025
<b>Reviewed by:</b>	Ms. Dalal Khalifah AlShammari	Head of Dietary Services		January 13, 2025
<b>Reviewed by:</b>	Mr. Abdulelah Ayed Al Mutairi	QM&PS Director		January 13, 2025
<b>Reviewed by:</b>	Dr. Tamer Mohamed Naguib	Medical Director		January 13, 2025
<b>Approved by:</b>	Mr. Fahad Hazam Al Shammari	Hospital Director		January 20, 2025