



HEALTH HOLDING

HAFER ALBATIN HEALTH
CLUSTER
MATERNITY AND
CHILDREN HOSPITAL

Department:	Dietary Services (DT)		
Document:	Internal Policy and Procedure		
Title:	Effective Sanitation Process		
Applies To:	All Dietary Services Staff and Cleaners		
Preparation Date:	January 06, 2025	Index No:	DT-IPP-014
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1. PURPOSE:

- 1.1 To establish control on the process of cleaning and sanitation in Maternity and Children Hospital Hafer Al Batin – in dietary sites.

2. DEFINITONS:

- 2.1 Effective Sanitation Process – in which cleaned/sanitized working area

3. POLICY:

- 3.1 The cleaning and sanitation process in the food services department in should meet the organization need.

4. PROCEDURE:

- 4.1 The Cleaning Supervisor has the responsibility to define the area that should be cleaned/sanitized at the beginning and during breaks or as necessary.
- 4.2 After inspection of all areas of the premises and definition of areas requiring cleaning, the cleaning supervisor shall assign tasks to the cleaning staff (according to the cleaning schedule).
- 4.3 The Cleaning Supervisor shall be responsible for all the cleaning staff during working in the kitchen, dining area and restrooms of the Dietary Department such as Cafeteria.
- 4.4 The Location Manager shall explain the task of each employee and supply the tools and chemicals (detergents, disinfectant and sanitizers) needed for task execution.
- 4.5 Every member of the cleaning staff starts executing his job guided and supervisor by the Cleaning Supervisor.
- 4.6 The Cleaning Supervisor shall beginning of each shift to verify the compliance of the task executed
- 4.7 In case of non-compliance of the task with cleanliness requirements, the departments' supervisor will draft penalty record and notify the Cleaning Supervisor
- 4.8 The Cleaning Supervisor asks the concerned employee to execute the task properly and explain again the right way to do it.
- 4.9 The cleaner will be subjected to penalty if he doesn't perform his job properly after being instructed to do it.
- 4.10 In case of task compliance with the cleanliness requirements, the staff finished the cleaning work and can start another execution.

5. MATERIALS AND EQUIPMENT:

N/A

6. RESPONSIBILITIES:

- 6.1 Cleaner
- 6.2 Dietary Services Staff

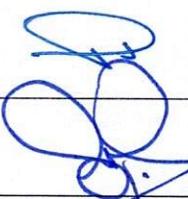
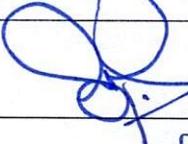
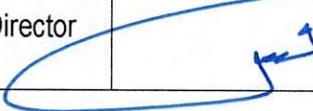
7. APPENDICES:

N/A

8. REFERENCES:

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

9. APPROVALS:

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