



HEALTH HOLDING

HAFER ALBATIN HEALTH
CLUSTER
MATERNITY AND
CHILDREN HOSPITAL

Department:	Dietary Services (DT)		
Document:	Internal Policy and Procedure		
Title:	Storage Methods of Snacks and Beverages		
Applies To:	All Dietary Services Staff and Storekeepers		
Preparation Date:	January 06, 2025	Index No:	DT-IPP-015
Approval Date:	January 20, 2025	Version :	2
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Review Date:	February 20, 2028	No. of Pages:	03

1. PURPOSE:

- 1.1 To define the policy in the appropriate method of storing snacks and beverages

2. DEFINITIONS:

- 2.1 Storage Methods of Snacks and Beverages – proper storing of snacks and beverages.

3. POLICY:

- 3.1 The Dietary service is responsible to adhere on the above mentioned policy.

4. PROCEDURE:

4.1 Snacks:

- 4.1.1 Snacks are pack and prepared in a clean container, sealed and stamped with the expiration dates.
- 4.1.2 The Dietician labels the snacks according to the prescribed diet of the patient with the room and bed number.
- 4.1.3 It is placed in a clean tray and stored in the refrigerator or chiller for snacks with the temperature of 20°C – 50°C.
- 4.1.4 It is delivered in a covered trolley to the wards and served by the Food Server with the guidance of the nurse.
- 4.1.5 The Dietician ensures that every day the snacks are freshly prepared and any extra for that day are discarded.
- 4.1.6 It follows the cycle menus approved by the Dietician.

4.2 Beverages

- 4.2.1 The Storekeeper receives the beverages delivered and the Director of Dietary checks the production, expiration dates and ensures its good quality and kind.
- 4.2.2 Any deformity of the container is not acceptable
- 4.2.3 Beverages are stored in a refrigerator with the temperature of 20°C – 50°C.

5. MATERIALS AND EQUIPMENT:

N/A

6. RESPONSIBILITIES:

- 6.1 Dietary Services Staff
- 6.2 Storekeepers

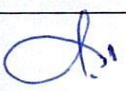



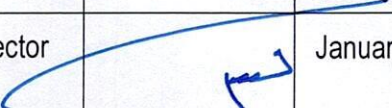
7. APPENDICES:

7.1 Temperature Checklist

8. REFERENCES:

- 8.1 Medical Nutrition Therapy Book
- 8.2 Dietary Manual 4th edition Oct 1994
- 8.3 General Directorate of Health Affairs (AI – 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 AlShammari	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 20, 2025
Approved by:	Mr. Fahad Hazam Al Shammari	Hospital Director		January 06, 2025

Appendix 7.1

Kingdom of Saudi Arabia
Hafar Al Batin Health Cluster
Maternity and Children Hospital



المملكة العربية السعودية
التجمع الصحي بحفر الباطن
مستشفى الولادة والأطفال

مستشفى الولادة والأطفال - حفر الباطن - قسم التغذية

CHILLER-FREEZER TEMPERATURE LOG

NO: MONTH:...../20.... REF. TEMP: CHILLER: 5-8+ / FREEZER: 18-

التنظيف اليومي DAILY CLEAN			ملاحظات NOTE	الوقت TIME								التاريخ DATE
7:00PM	2:00PM	8:00AM		PM				AM				
				SIGN	7:00	SIGN	3:00	SIGN	11:00	SIGN	7:00	
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جدول التنظيف الشهري لغرف التبريد - التجميد

TWICE A MONTH

How To Clean: Liquid Soap Use Towel/Fiber Cleaning

طريقة التنظيف : صابون سائل باستخدام ليفة/ فوطة

1. Remove the remnants of foods
2. Cleaning with soap and hot water
3. Clean with clear water
4. Sweep with Clorox
5. Dry

1. إزالة بقايا الطعام
2. تنظيف بالصابون والماء الساخن
3. غسل بالماء النظيف
4. مسح بمحلول الكلوركس
5. تجفيف

التاريخ DATE	SIGN التوقيع	NOTE الملاحظات