

PRIORITY TASKS – FOOD AND NUTRITION

Some tasks will remain within the scope of the, **FNM/FSS/RD/Cook**.
Some tasks will be delegated to other care providers.

High priority: time sensitive

Medium priority: can be done within 24 hours

Low priority: can be done greater than 24 hours

Activities/Tasks	FNM/FSS/RD	Cook	Delegation to Food Service Worker	Delegate to anyone/other
Menu Planning – leadership and decision making	YES			
Food/supply orders	YES			
Production – meals, snacks, supplements		YES		
Provision of food to staff, volunteers, families if helping			YES	
Distribution of food to residents			YES	
Ware washing				YES
Sanitation in kitchen & serveries				YES
Waste control/removal				YES
Nutritional Care assessments Care conferences for well residents				YES – RD or Nurse
Nutritional care assessment for acutely ill due to outbreak				YES – RD, MD
Pandemic supplies management i.e. dining disposable, skim milk powder – list to be determined	YES			
Community support – to external people in need				YES
Food inventory	YES	YES		
Catering – meetings, events				YES
Education	YES			
Security (as needed)	YES			
Leadership/Decision making				YES – Other leaders

Activities/Tasks	FNM/FSS/RD	Cook	Delegation to Food Service Worker	Delegate to anyone/other
Communication	YES			
Nutritional Care – end of life				YES – RD or Nurse
Meal assistance – low risk				YES

Foodservice Tasks:

Menu Planning – leadership and decision making	FNM/FSS/RD Alter menu production for Food and Nutrition staffing shortage of 35% or more
Food Inventory	Low priority item is less than 35% staffing in dietary operations.
Food/supply orders	FNM/FSS/RD or Cook
Production – meals, snacks, supplements	Cook or Food Service Worker
Distribution of food to residents	PSW/HCA Food Service Workers, delegate to anyone
Ware washing	Anyone. Disposables can be implemented when staffing shortage of 35% or more
Sanitation in kitchen & serveries	Cook or Food Service Worker or anyone
Waste control / removal	Anyone

Documentation:

Documentation – Nutrition Care	FNM/FSS/RD as per policy. Can be delegated to a nurse.
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DINING:

Portering	RN/RPN/PSW/HCA/RCA delegate to anyone
Serving in the dining room	RN/RPN/ PSW/HCA/RCA /Anyone
Meal assistance	RN/RPN/ PSW/HCA/RCA /Anyone trained
Clearing of dishes	RN/RPN/PSW/HCA/RCA/ /Anyone. Disposables for staffing shortage of 35% or more
Tray Service	RN/RPN/PSW/HCA/RCA /Anyone

Menu Production Changes:

Breakfast	Remove second choice Replace fresh fruit with bananas
Lunch	Remove soup Alter production as required – RTS products
Dinner	Alter production as required – RTS products Remove 1 starch choice
Snacks	AM – remove snack and offer beverages only PM & HS – Offer 1 choice only Individually wrapped snacks RTS product for puree & minced