

	Montana Mental Health Nursing Care Center Policy Manual	Policy Number	708
		Original Date	09/12/1984
	Department: Food Services	Revised Date	10/09/2014
	Employee Meal Service		

POLICY:

The Dietary Department will provide staff meals per Policy 435 and resident guest meals free of charge. Other guest or visitor meals are addressed in Policy 709.

PROCEDURE:

1. Staff meal times will be provided from 1100-1300, 1630-1900, and 0100-0200.
2. Staff meal periods may be interrupted for service, but when possible will resume at a later time.
3. Each employee is entitled to one portion of each dish on the day's menu of noon meal.
4. Employees who desire more than one portion of a food item may trade with an employee who is working that day.
5. Food meant for resident consumption will not be eaten by employees.
6. Exceptions to this policy must be authorized by Department Supervisors or the Superintendent.