MEMORANDUM

TO: All Employees

FROM: Director of Food and Nutrition

DATE: May 26, 2010

SUBJECT: Food Tasting Procedure

Taste testing can be a quality measure used to produce and confidently recommend the highest quality of food to patients and visitors.

This policy is to ensure that all food tasting is performed ONLY when deemed necessary, and done so following procedural protocol. Following this policy will ensure quality food production, minimal food waste, and make certain food safety regulations are met.

Please note the addition of “tasting stations” located in the catering and food production areas, and in room service and non-select tray lines. These stations provide proper utensils, cups, and plates for tasting purposes. Employees should note that the size of tasting plates and cups are adequate for proper tasting, and **no more than 1 cup/plate should be used per employee per dish**.

WHEN TASTING:

1. Wash hands and remove necessary tasting items from station.
2. Place small amount of food item in cup/plate; taste food and wait to make changes to food.
3. Discard of tasting materials, **double wash** hands before returning to work station to make food changes

Thank you for your attention to this new policy. Please contact your manager directly with further questions.