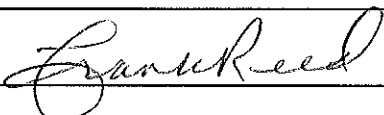


Facility Name: Middlesex Therapeutic Community Residence (MTCR)	
Procedure: Food Delivery Procedure	
Replaces Version Dated: 3/26/13	Effective Date: 9/30/15

1. Trays will be delivered by VPCH via Green Mountain Messenger daily at 1200 and 1700.
2. Assigned staff will meet the delivery person at the front door; they will take the cart from the previous delivery out to the anteroom & exchange carts.
3. The delivery person will not come onto the unit.
4. Take the incoming cart directly to the North Kitchen.
5. Wash/sanitize hands. Put gloves on.
6. One hot and one cold entrée will be discretely tested for temperature.
7. Clean thermometer probe with alcohol wipe. Insert underneath entrée (to avoid making hole in food); remove probe; read temperature and record on log. Repeat for cold food.
8. Temperature must be 140 degrees or above for hot entrée. Temperature must be 40 degrees or below for cold food.
9. If hot food is not at least 140 degrees; heat in microwave for ten second intervals until 165 degrees reached. Repeat for all other entrées. Serve immediately.
10. Record on temperature log and inform Program Director or Nurse Manager immediately.
11. If cold food is above 40 degrees; discard food. Record on temperature log. Inform Program Director or Nurse Manager immediately.
12. Clean probe with running water and sanitize with alcohol. Store probe in locked cupboard.

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13. When meal is complete, return trays to cart along with any other containers that need to be returned to VPCH.

Approved by DMH Commissioner	Approval Date:
	10/11/16

Middlesex Therapeutic Community Residence (MTCR)
Food Delivery Procedure