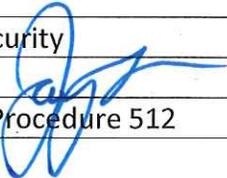


 VERMONT DEPARTMENT FOR CHILDREN AND FAMILIES Family Services Division Woodside Juvenile Rehabilitation Center		<h1>512</h1>
Chapter:	Safety and Security	
Subject:	Kitchen Safety and Security	Page 1 of 2
Approved:	Jay Simons, Director 	Effective: 4/23/2018
Supersedes	Woodside Policy and Procedure 512	Dated: 10/2000

Purpose

To ensure the safety of staff and residents performing kitchen duties.

Policy

The kitchen staff is ultimately responsible for any and all items within the immediate area and should perform regular security and inventory checks.

- Any missing items should be immediately reported to the Operations Supervisor on duty.
- Any damage or irregularities should also be reported to the Operations Supervisor and the Administrative Coordinator II. The Administrative Coordinator II will note the repairs which are needed and take steps to resolve them.

Unless in immediate use, all knives will be kept locked up at all times. The only exception is when the kitchen staff is working alone in kitchen with the door and window from the dining room closed. No carving will be done in the dining room in front of residents.

Kitchen staff will inventory the sharps in the kitchen at the beginning and end of their shift and document this on an inventory form.

The door from the dining room to the kitchen will be kept closed and locked while the kitchen staff is serving. The window from the dining room to the kitchen may remain open.

Unless otherwise approved by the Woodside Director no resident will work in the kitchen.

At no time can a resident be left alone in the dining area without direct supervision. Residents will not be allowed to assist in cooking food.

Residents will be allowed to accompany a staff member to the kitchen to assist with organizing evening snacks provided there is no kitchen staff working in the kitchen at that time. The Operations Supervisor will approve a resident assisting staff with the evening snack prior to their entering the kitchen. Close one-on-one supervision is required on all such occasions.



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No resident is permitted in the upstairs hall or storage area unless approved by the Director or designee.

No resident is allowed to leave the building to go to the freezer/cooler.

State and Federal regulations dictate that no one under the age of eighteen (18) can operate the meat slicer.

The kitchen phone may not be used by a resident for any reason.

Given that no policy can cover every contingency and that there are many potential hazardous items in the kitchen/dining area, all staff must constantly be alert to potential dangers and willing to take action to prevent problems. The operations supervisor on duty will make the final decision on any issues related to safety.

Any exceptions to the above policy must be approved by the Woodside Director.