



Policy Name Receiving of Food Items Purchased or Donated			Policy Number: 2303
			Effective Date: June 15, 2011
Approved By: Executive Committee	Drafted by: Food Services Coordinator	Review Date: September, 2018	Date Revised: October 11, 2018
Classification: Dietary and Kitchen			Page No: Page 1 of 2

POLICY

It is the policy of The Salvation Army Agapé Hospice to maintain the highest level of government standard in food hygiene and sanitation. From time to time Residents, families, visitors and / or staff may wish to make a donation of food to Agapé Hospice. All such inquires must be referred to the Food Services Coordinator or designate. The donated foods must be carefully inspected to reduce the potential for distributing foods that could cause food-borne illness.

PROCEDURE

Approved Sources

All food and food ingredients received by the Dietary department must be from approved sources. This applies to potentially hazardous food and food ingredients such as meat, poultry, fish, egg and milk, and others capable of supporting the growth of pathogenic microorganisms or the production of toxins.

Unapproved Sources

Food prepared in private homes or any other place that is not approved shall not be used or offered by dietary employees for consumption to Hospice Residents.

Inspection

All food items received by the Dietary Department will follow the Protocol Guidelines set out by the Food Services Coordinator. The Receiving Log will be filled out by the dietary employee receiving the product.

Package Identification

All food products received by the dietary department must be properly packaged and labeled, according to requirements outlined in the Food and Drug Act and Regulation and the Consumer Packaging and Labeling Act and Regulations.

Any food items in unopened packaging and that has not exceeded the best before date can be received in the dietary department by the Food Services Coordinator or designate. Any items that have been previously opened will not be accepted for use by dietary employees.

Donations of premade meals <i>will not</i> be accepted by the dietary employees.



Policy Name Receiving of Food Items Purchased or Donated	Policy Number: 2303
	Page No: Page 2 of 2

CROSS REFERENCE

[Policy #2323](#) – Receiving a Grocery Delivery or Donated Food Item

REFERENCE

[Food and Drug Act and Regulations](#)

[Consumer Packaging and Labeling Act and Regulations](#)