

Template for the redistribution of surplus food to staff policy

Purpose

[VILLAGE NAME] is committed to reducing food waste while ensuring food safety in the redistribution of surplus food. This policy establishes clear guidelines for the safe and equitable distribution of surplus food to staff while prioritising resident care.

Scope

This policy applies to all staff members, kitchen personnel, and management involved in handling surplus food within [VILLAGE NAME].

Policy Statement

Surplus food that is safe for consumption may be made available to staff following meal service, but this is not guaranteed and should not be considered an entitlement. Redistribution will be managed in a way that upholds food safety standards, prevents waste and ensures that residents' needs are always met first and foremost.

Guidelines

1. Collection and storage of surplus food
 - All surplus food must be returned to the kitchen immediately after meal service.
 - Kitchen staff will assess the quality and safety of surplus food before determining any future use. Any food deemed unsafe for consumption will be disposed of in accordance with food safety regulations.

- Kitchen staff will determine if surplus food can be upcycled into other meal components for residents (i.e. sandwich fillings, smoothies, soup) or made into texture-modified or puree meals.
- Any remaining surplus unable to be repurposed for further consumption by residents will be made available to staff.

2. Distribution process

- Surplus food will be made available only after completion of the meal service, ensuring that all residents have had the opportunity to eat. If the meal service includes service from Baine Maries, serving staff are to offer seconds to residents prior to returning surplus food to the kitchen.
- The kitchen manager or assigned staff member will determine if surplus food is available and oversee its distribution. **At no point should food be set aside for staff before residents have been served.**
- Redistribution will take place in the staff room only, and no surplus food is to be consumed outside this designated area.
- Night staff may receive plated surplus meals stored in the refrigerator by kitchen staff.

3. Food safety and handling

- All food provided to staff must be stored, handled, and served in accordance with food safety regulations.
- Refrigerated surplus food must be labelled with the date and time it was stored and must be consumed within [X] hours.
- Staff are responsible for ensuring that food is reheated properly if necessary.

4. Fair and equitable distribution

- Surplus food will be shared fairly among staff members, with no preferential treatment.
- Staff must not take or store surplus food for personal use outside of the designated redistribution system.

5. Misuse and disciplinary actions

- Surplus food is not a benefit or entitlement for staff. The availability of surplus food depends on natural variation in meal consumption and should never be expected. The provision of surplus food to staff is a way of reducing the quantity of food that is sent to landfill.

- Any staff member found deliberately overproducing food, withholding food from residents, or otherwise manipulating portions to ensure surplus food is available for staff will be subject to disciplinary action.
- Any staff member found taking or eating food outside of the established surplus redistribution process may be subject to disciplinary action.
- The kitchen manager will monitor the redistribution process to ensure compliance with this policy.

6. Compliance and Review

- Regular reviews will be conducted to assess the effectiveness of the redistribution process and make improvements/changes as needed.
- This policy will be reviewed annually or as needed to ensure it aligns with best practices in food waste reduction and food safety.