**Menu Planning**

Issued By: Executive Director

Effective Date: May, 2004

Updated: May 31, 2016

The Manager of Food Services (FSM) will create and maintain a 6 week rotating menu. All meals are subject to change without notice (for seasonal, large donation, special pricing, utilizing surplus inventory, etc.).

The menu will be planned **at least two months in advance**.

When putting menus together, the following will be taken into consideration:

* variety and choice of food items - including donated food items
* cost of overall meals
* the Canada Food Guide daily requirements
* training level of cooking staff
* time constraints
* community donations of food items

The menu boards located on the glass outside of the dining room will be changed regularly and display the menu choices up to 4 days in advance. The menu is subject to change without notice. However, any deviations to the posted menu will be recorded and justified.

The on-duty Cook may request to change a menu offering based on utilizing ingredients and supplies that need to be used up before spoilage occurs. 6. The FSM may change a menu offering based on utilizing ingredients and supplies that need to be used up before spoilage occurs. The FSM will notify the cook and provide training and guidance if necessary.

Menus will be reviewed at least annually by a certified dietician.

Meal planning form to be completed by the on-duty cook and approved by FSM or Lead Hand Cook

#### Ordering

Ordering is to be completed on or before the Tuesday of each week for a Wednesday delivery. The FSM will be responsible for the ordering. If the FSM is not available, then the Lead Hand Cook.

Food Services will be responsible for the ordering. Otherwise, Cooks may be designated to complete the Order Form and request the receptionist to fax to the supplier before Tuesday 4:00pm.

When preparing orders, authorized Cooks are to verify the current inventory (in kitchen, kitchen janitor room, dry storage, refrigerator, freezer) while filling out the Order Form. In the event an additional order is required, Cooks are to complete the order by Thursday for a Friday delivery.

**Note:** a **$**500.00 minimum order is required to avoid unnecessary additional surcharges.