

Division of Mental Health and Hospitals

Administrative Bulletin 3:13

Date: July 19, 1994

SUBJECT: Guidelines for Food Service Employees Applicability: H

I. PURPOSE AND SCOPE

The purpose of this Administrative Bulletin is to establish uniform policies and procedures regarding physical examination requirements for Food Service personnel, and the practice of sanitary food handling techniques. This Administrative Bulletin applies to all the Division of Mental Health and Hospitals' State Psychiatric Hospitals contained in N.J.S.A. 30:4-160. This is consistent with Subchapters 4 and 6 of the State Sanitary Code, Chapter 12.

II. LEGAL AUTHORITY

The legal authority for this Administrative Bulletin is N.J.A.C. 8:24-1.1, the New Jersey Sanitary Code and N.J.S.A. 30:1-12.

III. POLICY

- A. Food Service personnel shall be required to be free of communicable disease and shall be required to complete and pass a physical examination at the time of appointment. The physical examination shall be conducted at the Employee Health Service by a hospital physician.
- B. Food Service personnel shall practice sanitary and hygienic food handling techniques as set forth in each hospital's policies and procedures.

IV. PROCEDURES

A. Physicals

All Food Service personnel shall undergo a pre-employment physical examination by the hospital physician to insure that they are free from communicable disease. Subsequent physical examinations of Food Service personnel shall be conducted on a periodic basis.

Persons already employed shall report infections, e.g. skin, respiratory gastrointestinal infections (G.I.) and other communicable diseases, to the Employee Health Service. Persons with an open wound of the skin, respiratory infection and G.I. infections shall not be allowed to work with food or food contact surfaces until an evaluation by the physician has been made.

Food Service persons recovering from a diagnosed intestinal infection shall submit a report from the physician showing freedom from infection before returning to work in the Food Service Department.

B. Food Handling Techniques

Food Service personnel shall wear clean, washable uniforms that are not used for duty outside the Food Service area.

Hairnets or effective hair restraint shall be worn by all Food Service personnel including males with long hair, and shall cover all hair. Men with short hair shall cover their heads with disposable caps.

Clean aprons and hairnets shall be available for use by other personnel in emergency situations.

Persons handling food shall be knowledgeable regarding good handwashing techniques. A handwashing sink with dispenser soap, sanitary towels and a nail brush shall be provided in or adjacent to the Food Service area. Continuous on-the-job training on sanitation shall be provided by the Food Service Supervisor or his/her designee.

The use of tobacco shall be prohibited in the kitchen.

In order to prevent contamination of food, Food Service employees shall not consume food while preparing or serving food except when using approved techniques for the purpose of testing food.

V. HOSPITAL POLICIES

Each hospital shall have detailed policies and procedures to ensure adherence to N.J.A.C. 8:24-1.1 (New Jersey Sanitary Code) and Joint Commission on Accreditation of Health Care Organization standards, and to detail any procedures in this bulletin that need further clarification such as physical examinations, hand washing and food handling techniques.


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