**Chapter C2 – Catering Service**

1. **Kitchen(s) providing Catering Services to In-patients**

|  |  |
| --- | --- |
| Location(s) |  |
| Operating hours |  |
| Provision of special diets | Choose an item. |

1. **Person-in-charge**

|  |  |
| --- | --- |
| Name in English |  |
| Name in Chinese |  |
| Post Title |  |
| Qualifications |  |

1. **Staffing**

3.1 Manpower\*

| **Rank** | **No.** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

*\* “Proposed manpower” for new hospital*

1. **Critical or Major Equipment**

*(e.g. special equipment unique in this service etc.)*

| **Type of equipment** | **Quantity** | **Schedule of maintenance as per the manufacturer’s recommendation** | **Date of last service / maintenance#** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*# Not applicable for new hospital*

1. **Policies and Procedures**

|  |  |
| --- | --- |
| 1. The kitchen(s) is/are operated by: | Choose an item. |
| 1. The kitchen(s) is/are covered by a food business licence issued by the Food & Environmental Hygiene Department | Choose an item. |
| 1. Food is properly prepared according to the needs of patients | Choose an item. |
| 1. All staff who handle food have undertaken regular training in food hygiene | Choose an item. |
| 1. Food handlers supervised by professional staff such as dietitian or registered nurse | Choose an item. |
| 1. Staff suffering from gastro-enteritis symptoms refrain from handling of food until symptoms have subsided | Choose an item. |
| 1. Special diets are provided on the advice of professional staff or a dietitian. There is regular monitoring on the quality of food | Choose an item. |
| 1. Food is provided in different varieties and menus are rotated regularly | Choose an item. |
| 1. The person who is in-charge of the service takes reference from the Hazard Analysis Critical Control Point (HACCP) system for ensuring food safety | Choose an item. |
| 1. The kitchen and place for storage of food are kept hygienic to avoid pest infestation | Choose an item. |
| 1. There is a system to label the expiry dates of food that has been prepared and stored for serving later | Choose an item. |
| 1. If the catering service is outsourced, there is a mechanism to monitor quality of services provided by contractor | Choose an item. |

*# Not applicable for new hospital*