


<b>2382 DINING HALL PROCEDURES</b>	
Chapter: <b>Sununu Youth Services Center</b>	Section: <b>Food Services</b>
	New Hampshire Division for Children, Youth and Families Policy Manual Policy Directive: _____ Approved: _____ Effective Date: <b>November 1, 2008</b> Scheduled Review Date: <b>November 1, 2010</b> William W. Fenniman, DJJS Director
	Related Statute(s): <a href="#">RSA 621</a> , and <a href="#">RSA 621-A</a> Related Admin Rule(s): _____ Related Federal Regulation(s): _____

The SYSC Kitchen shall provide three meals daily to SYSC residents, as well as to staff who eat with the residents or pay for their own meals. Meals shall be served in the Dining Hall and shall be nutritionally balanced. Well planned, and prepared and served in a manner that meets established governmental health and safety codes.

### **Purpose**

The purpose of this policy is to establish Dining Hall procedures.

### **Policy**

- I. Residential Unit Assignments: In order to further develop positive relationships, units shall eat together. The following guidelines shall be followed:
  - A. Tables in the dining hall are assigned.
  - B. Assigned residential and educational staff shall eat with residents and provide mealtime supervision and an example of proper eating habits and behavior.
- II. Meals: The Kitchen shall serve one complete meal at each mealtime. Alternative meals will not be available (except for residents on medically approved special diets). Residential staff shall monitor residents who refuse to eat that meal, and if a resident has not eaten for one full day, that resident's name shall be forwarded to the Medical Department for evaluation.
- III. Resident Movement and Seating: Resident movement to the Dining Hall shall be by unit and shall be coordinated by Unit Managers or designee. Once residents arrive at the Dining Hall they shall line up in the corridor outside the Dining Hall in a quiet and orderly manner. They shall be called to the serving area Unit by Unit; they shall receive their meal, drink, and plastic utensils; and move to their assigned table. Individual seating shall be assigned at the discretion of the staff eating with the residents.
- IV. Utensils:
  - A. Only plastic utensils shall be made available in the Dining Hall.
  - B. Staff eating with residents shall have discretion regarding the bussing of utensils.
  - C. Extra utensils shall be available from the Kitchen.

V. Second Helpings:

- A. When available, seconds shall be served to residents by unit.
- B. The Kitchen shall call up two tables at a time, on a rotating schedule.
- C. The staff eating with the residents shall have discretion regarding which residents shall receive seconds
- D. Only those residents receiving seconds shall leave their tables.
- E. Seconds shall be served on a separate plate.
- F. There shall be no seconds of dessert.

VI. Bussing Tables:

- A. Residents shall bus their own tables and shall make sure that their individual eating area is clean.
- B. Trays shall be placed on the tray return. The bussing of utensils shall be at the discretion of the staff eating with residents.
- C. Tables shall be bussed by unit (two tables at a time). Staff eating with the residents shall coordinate the order in which tables are bussed.

VII. Restroom Use During Meals:

- A. Residents shall use the restrooms in their units before and after meals, to minimize the need to use restrooms during meals.
- B. Staff eating with residents shall have discretion to allow residents to use restrooms adjacent to the Dining Hall during meals, as needed.
- C. Residents shall only use these restrooms once they have been seated, not while they are on their way into or out of the Dining Hall.

VIII. Exiting the Dining Hall:

- A. Residents shall exit the Dining Hall with their unit in a quiet and orderly manner, as directed by assigned staff.
- B. The building whose residents arrive at the Dining Hall and receive food first shall be the first to exit the Dining Hall. The table order within each building shall be at the discretion of the staff eating with the residents.

IX. Staff Supervision: Staff members from the residential units shall supervise juveniles during all meals.