



# Room Service Checklist

1. Rework menus so food can transport easily and stay at the correct temperature while in a disposable container.
2. Create Order Ticket using template based on updated menus.
3. Create Production Tally for your operation using the template provided.
4. Work with your distributor and suppliers to build inventory of disposable products required to serve hot food, cold food, beverages and condiments. Try to use Green products and let your community know you value biodegradable products.
5. Create a tray standard and document it. Use the diagram provide as a guide.
6. Follow all standard procedures for handling food such as glove use, recording temperatures as food it plated, and proper sanitation procedures.
7. Hold pre-meal huddles each day to keep team informed of news, information and updated policy and procedures.
8. Educate the residents, nursing and your team of the updated procedures.
9. Assign staff to distribute and pick up Menu Order Tickets from the residents.
10. Create a Policy and Procedure for the Sequence of Services for room service and train the team.

