

---

# MENNONITE VILLAGE POLICY

---

**TITLE:** Employee Meal Policy  
**UPDATED BY:** Kacie Marken, HR Director

**PROCEDURE NO:** HR 500.12  
**DATE:** July 2023

---

## **PURPOSE:**

It is the intent of Mennonite Village to offer consistent benefits to all employees, including meal plans available to staff. Dining staff work very hard to eliminate food waste by cooking the appropriate amount necessary to serve our residents and to reuse certain food items based on General Safety Rules. Staff are required to purchase food that they consume unless the food is part of resident programming.

## **POLICY:**

Mennonite Village has multiple locations where staff may purchase meals and food items at a reduced cost. Hours may vary and are posted on-site and may be subject to change. Leased tenants are not subject to the reduced cost unless it is agreed upon in advance.

## **GUIDELINES:**

- Meals at Ashwood II or Quail run may be purchased using a payroll deduction or debit/credit card and a 33% discount will be applied.
- With approval by the Administrator or LH Nurse, employees who work for Lydia's House may choose to engage with our residents by sitting down for a meal during their mealtime. After ensuring all residents have been served their meal, the employee will be allowed to receive a plate from dining services at no cost but are expected to be interacting with the residents and complete their entire meal at the table. Once completed employees should bus their own dishes.
- Employees are also allowed to serve themselves a beverage at no cost from the fountain beverage machines located in the MH Dining Room and the QR Dining Room. Employees wanting canned or bottled beverages must purchase them from an available vending machine.
- No Food is to be consumed in food preparation areas.
- Unauthorized consumption or removal of any food product from any Food Services location will result in disciplinary action up to and including termination of employment.
- Use of any Food Services resources for personal use outside of normal business applications is strictly prohibited.