

MENNONITE VILLAGE POLICY & PROCEDURE

TITLE: Employee Meal Policy

PROCEDURE NO: HR 500.12

REPLACES: New

PAGE(S): _____

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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. This includes Ashwood II, MH Dining room, Essen Haus and Quail Run Dining room. Hours may vary and are posted on-site and may be subject to change.

PROCEDURE:

1. Employees purchasing food from the Essen Haus vending machines may set up an account or pay with a credit card.
2. Employees may purchase meal tickets to be used at Ashwood II, Mennonite Home Dining room or Quail Run Dining Room from the MH Business office or from the Dining Room staff at Quail Run. Staff will receive a 33% discount for the purchase of a ticket.
3. Meal cards need to be present at the time of purchase. You may be asked by the dining staff to present prior to being served.
4. Meals at Ashwood II may also be purchased with cash or credit card and a 33% discount will be applied.
5. 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.
6. No Food is to be consumed in food preparation areas.
7. Unauthorized consumption or removal of any food product from any Food Services location or dining area will result in disciplinary action up to and including termination of employment.
8. Use of any Food Services resources for personal use outside of normal business applications is strictly prohibited.