 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-F-79-P01-S19
	Effective Date:	07-31-2022
	Document Type:	Policy
	Page Number:	1 of 2
	Department/Section:	Dietary Department
	Document Title:	MANAGEMENT OF FOOD WASTAGE

B.S. Aquino Drive,
Bacolod City,
Negros Occidental,
6100

PURPOSE:

1. To record the food wastage or plate wastes of patients daily by weighing them every meal.
2. To check whether the food wastage or plate wastes are due to portion-size, palatability of the food or the patient's condition, this includes their appetite and needs.

SCOPE:

Applies to all Dietary Department Staffs

RESPONSIBLE PERSON:


Dietitians, Food Service Worker and Janitor

GENERAL GUIDELINES:

- 1 All patients' food wastage shall be segregated to edible and non-edible.
 - 1.1 Edible food wastage is uneaten cooked rice, oatmeal, viands, congee, bread & bakery products and vegetables.
 - 1.2 Non-edible food wastage is fruit peels, chicken, pork and fish bones.
- 2 Records and logs the food wastage of patients.

PROCEDURE:

1. The Food Service Workers segregate the food wastage of the patient to edible and non-edible into separate waste bins.
2. The janitor on duty writes down the edible and non-edible food wastage in kilos by using the weighing scale.
3. The janitor gives the logbook to the dietitian on duty.
4. The dietitian records the food wastage.

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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	MA. PAMELA GARILAO Dietary Manager	<i>Ma. Pamela Garilao</i>	7/7/22
Reviewed:	DENNIS C. ESCALONA, MN, FPSQua Quality Assurance Supervisor	<i>[Signature]</i>	07/07/2022
Recommending Approval:	ENGR. NOEL P. GARBO, FPCHA Engineering and General Services Division Officer		
	FREDERIC IVAN L. TING, MD OIC - Total Quality Division		
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		



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KEY TASKS	PERSON RESPONSIBLE
1. Segregates the food waste of the patient to edible and non-edible into separate waste bins.	Food Service Worker
2. Writes down the edible and non-edible food wastage in kilos by using the weighing scale.	Janitor-on-duty
3. Gives the logbook to the dietitian on duty.	
4. Records the food wastage.	



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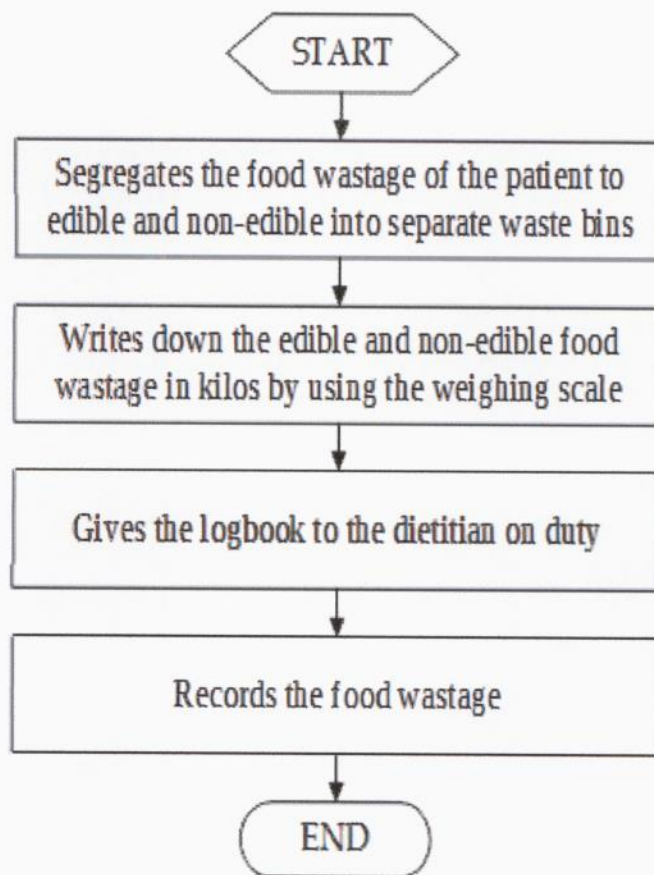



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Document Code:	DPOTMH-F-79-P01-FC19
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FLOWCHART



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