

Aramark Dietetic Internship

Food Service Management Site: Orientation Checklist

<p>Directions: Complete the Site Orientation Checklist during the first week at the facility. Interns may be assigned to several different preceptors, managers, or supervisors to complete all the activities. If you have more than one FS Management site, discuss with your site liaison which activities should be completed at both sites. Submit the checklist into the CBE Portal by the Sunday following the site orientation week. Complete all items on the checklist. Being familiar with the department and processes will benefit you throughout the management rotations.</p>	
<p>Intern Name:</p>	
<p>Preceptor Name(s):</p>	
<p>NOTE: If the FS Management Rotation is completed at a Hospital Site, the intern may have already filled out some of the below sections on the Clinical/Hospital Site Orientation Checklist. If so, write 'NA' under the completion date column, beside the appropriate line item(s).</p>	<p>Completion Date</p>
<p>Site Orientation</p>	
<p>Attend Site Orientation (if available and recommended). Attendance may have been completed prior to the start of the internship.</p>	
<p>Medical Clearance</p>	
<p>Ensure medical clearance according to facility policy. (This may include having medical record documentation on file at facility or a visit with the Employee Health Department.)</p>	
<p>Getting Acquainted with the Department and Facility</p>	
<p>Review Department Org chart. Learn how the department fits into the Aramark structure.</p>	
<p>Obtain name badge.</p>	
<p>Set up computer access including diet office and EMR.</p>	
<p>Review the Scope of Service for the Food and Nutrition Department. What are the hours of operation for the café and other customer meals?</p>	
<p>Tour facility with introductions to key personnel.</p>	
<p>Tour department with introductions to managers, supervisors, and customer service front-line associates.</p>	
<p>Review Outpatient Programs - clinics/ambulatory care, wellness programs, etc. Tour outpatient locations.</p>	
<p>Find out what the department and the facility policies are for disaster preparedness. Discuss what your role in the department would be in case of disaster.</p>	
<p>Review Departmental/Facility Policies & Procedures for employees: Attendance Policy, Call-in Procedures, Dress Code for each department area (retail, diet office, etc.)</p>	
<p>Review the fire plan and department exits.</p>	
<p>Learn how to report accidents.</p>	
<p>Learn isolation procedures.</p>	
<p>Intern Onboarding with Site liaison</p>	
<p>Review and discuss Professional Expectations document with the site liaison.</p>	
<p>Review and discuss the Master Rotation Schedule with the Site Liaison. Review Preceptor Expectations re: Evaluation Due Dates and Rotation Hours Approval process in the portal. Note 2-week Christmas and Spring Break time off. Discuss rotations and the expectations for contacting rotation preceptors.</p>	
<p>Discuss and plan for upcoming opportunities to be involved in community (NNM, health fairs) and professional organizations (CPE events, local or state dietetic associations)</p>	
<p>Discuss meals and beverage privileges.</p>	

Discuss the appropriate dress for clinical staff, retail area, and production area.	
Find out where the intern assigned work area is in the department or hospital.	
Find out where to store personal items.	
Review and discuss the Aramark Internship Evaluation of Intern Performance. Find out the site liaison's expectations and process for evaluation reviews.	
Review PatientCONNECT (or patient/client rounding platform). Participate in two patient rounds with site liaison. (Hospital Site ONLY)	
Review Adopt a Floor. Participate in Adopt A Floor rounds (Hospital Site ONLY).	
Find out what the department does for service recovery. How would an intern participate in service recovery?	
Review and discuss the Aramark Internship Cell Phone policy. Find out the site liaisons expectations regarding cell phone use during work hours.	
Production / Retail Orientation	
Production and Retail Area Scavenger Hunt	
➤ Get to know the department staff, and locations of items and different types of equipment:	
- Find the slicers	
- Find the milk refrigerator. Locate lactose free milk.	
- Find the produce refrigerator. Locate grapes.	
- Find the coffee syrups. What are the flavors available?	
- Find the mop room.	
- Where are cleaning products stored?	
- Locate soda dispensers and CO2 tanks.	
- Find Oreo cookies or vanilla wafers. How many cases are on the shelf?	
- Find the largest mixer in the kitchen, where is it located? Find out what it used for and who uses it?	
- Find the menu for trayline, how many places is it located in the kitchen? What is on the menu for today at lunch?	
- How many cycles is there for the patient menu?	
- Look through the menus and find out how many times turkey and chicken are served in one week.	
- Find the cottage cheese, where is it located?	
- Find the café cook and find out what is on the menu for today on the café hot line.	
- Talk to one of the cooks and find out how many days leftovers are kept.	
- Talk to one of the cooks and find out how where the cooling log is kept. How long do the logs need to be kept? Why would the department keep them?	
- Talk to a patient services supervisor and find out how many people are needed to work the trayline for each meal.	
- Find out what time the trayline starts for each meal.	
- Find the cold prep area. Find out what patient menu items are prepared in the area. Find out what retail and catering items are produced in the area.	
- Go to the catering area and ask how many functions there are for today and for the week. How many people will be served at each one?	
- What days food deliveries are received? What gets ordered every day?	
- Find the instant oatmeal.	
- Does the department have supplements for tube feeding? Where are they located?	
- Find an expiration date. (Hospital Site ONLY)	
- How are supplement orders placed and inventoried by the department?	
- Find the employee schedules for trayline.	
- Is there a sanitation person? What do they do?	
- Find the Red Book. What is it used for? What is found in the Red Book?	
- Find the employee schedules for the cooks. How many cooks are needed each day?	
- Find out the job responsibilities for each position.	

- Find the diet pancake syrup. Find the regular pancake syrup.	
- Find the toaster.	
- Find the microwave oven.	
- Find the smallest pot in the kitchen.	
- Find a 4 oz scoop, what color is the handle?	
- Find the bulk food bins. What is in them?	
- How many kinds of sweeteners are carried by the department? What are they?	
- Find thickened juices and milk.	
- Find the largest frying pan.	
- Find a 6 oz slotted spoon.	
- Find the spice rack and find the no salt seasonings.	