The following activities are included as optional tools to help structure the rotation:

Adapted from The Supervised Practice Kit: Inpatient foodservice, production, and management workbook, 2014

- **Oversight Agency Mock Audit Report.** Accreditation, certification, and licensure requirements change as federal, state, and local laws evolve to protect the public. Professionalism includes the ability to identify and meet these requirements. This report requires the intern to:
  
  o Select two organizations whose audit requirements this facility must meet in order to provide food preparation and service in the foodservice setting of this rotation. Name the organization, the approval it grants such as certification, accreditation, or licensure; and whether the approval is at the federal, state, or local level. Interview the foodservice director and preceptor for appropriate organizations.
  
  o List each organization’s requirements to maintain approval such as competencies or regulation checks.
  
  o Compare and contrast the organizations’ requirements, audit procedures, and requirements to maintain approval.
  
  o Perform a mock-audit. Choose five requirements from one of the regulating organizations that reflect, if available, competence in planning, client/community interactions, budget, transparency, and one from a category of the intern’s choice. List the requirement and the results of a mock audit of the facility unit in which the intern is practicing. Write how the unit has demonstrated meeting or not meeting the requirement.
  
  o Once evaluated by their preceptor, interns can submit to sample work for food service management rotations.
  
  o **CRD 2.1, CRD 2.8, CRD 1.1**

- **Foodservice Production Manual.** Interns discuss the facility’s procedures manual and identify: the foodservice sanitation audits and inventory procedures; daily, weekly, and monthly production schedules and forms; policies; and all policies and procedures related to the set-up and operation of the foodservice organization. It is possible that each foodservice organization, such as the bakery or delicatessen, may have their own manual. Interns should review each manual and report back to their preceptor together. Consider whether the facility has the sanitation capacity, storage facilities, and processing equipment to use local produce and/or whole cuts of local Montana beef.
  
  o **SFS 1, SFS 3, CRD 1.1, CRD 4.7, CRD 3.5, CRD 4.2, CRD 4.8**

- **Cost-Per-Plate Analysis Report.** Interns analyze the financial impact of the facility’s existing menus or food products, including self-serve and display case items. Interns select the food products or menus to analyze with the advice of their preceptor or foodservice director. The analysis includes:
  
  o The cost to produce considering the cost of ingredients, preparation, display requirements, spoilage risk, and gas and electricity usage
  
  o The benefits of the use of existing menus or food products
  
  o The revenue generated: determine the sale frequency for the item(s)
  
  o The resulting profit over a month and a plan for intervention, including all appropriate recommendations for the facility.
  
  o **CRD 1.3, CRD 1.4, CRD 4.9, CRD 3.5, CRD 4.8,**
• **Procurement through Inventory Management Report.** Interns work with staff in each of their facility’s procurement, storage, retrieval, and inventory management positions, documenting procedures and organization. Interns then write a report that includes:

  o An explanation and graphic representation of their facility’s procedures for the entire process of procurement through storage and retrieval, and inventory management through the use of narrative explanations and flow charts, process diagrams, or organization charts
    ▪ Identify whether it is desirable and feasible to procure food products locally and make contact with distributors or producers in that regard under the guidance of the preceptor
  o A graphic representation and explanation of each food storage system, such as pantry, freezer, and stock
    ▪ Consider the barriers to local procurement, and describe improvements that the facility may need to handle fresh local produce seasonally, preserve local produce in season for later use, storage of whole animals for economic purchasing, and processing equipment that may be needed to achieve these ends as well.
  o An identification and explanation of the procedures used for accessing, collecting, and sharing information identifying the specific data; how it is accessed, collected, and shared; and with whom it is shared
  o The regulatory requirements and procedures for managing the environment care rounds such as sanitation audits and safety checks
    ▪ Consider the safety of chemicals used in the facility for public health of food service workers and customers. Consider the following resources to evaluate the safety of chemicals: Health Care Without Harm [Safe Chemicals Guide](https://www.hcw.org/safe-chemicals-guide) , Chemical Resources, [10 Ways to Find Safer and Greener Cleaners](https://www.hcw.org/10-ways-to-find-safer-greener-cleaners)
      ▪ Make contact with the chemical supplier, under the guidance of the preceptor, to determine the feasibility of stocking safer chemicals as necessary.
  o An analysis and recommendations for the optimum physical set-up considering the cost and benefits such as efficiency in availability of resources, sanitation, safety, reduction of waste, and protection of the environment and food service workers.
  o **CRD 1.1, CRD 2.2, CRD 2.5, CRD 4.8, SFS 1, SFS 2, SFS 3, SFS 4**