

Staff Meals Policy

The following policy describes Elizabeth Finn Homes general policy regarding staff meals whilst on duty. Different guidelines apply if visiting another home or away from your normal working location. See HR policy 7.3 Travel and subsistence.

Staff meals whilst on duty

As a benefit of working for Elizabeth Finn Homes we offer all staff the opportunity to purchase meals at a subsidised rate during their shift. These meals must follow the rules and guidelines outlined below.

Any staff member that wants to order a meal must do so by 10am of the day they want the meal. Only a main meal or sandwiches are available to order. Main meals included one of the main meals on the menu of the day, a jacket potato with a filling or a plated salad.

The charge for a main meal or sandwich is £1.50 (April 2023). These prices will be reviewed on an annual basis each April. Some main meal dishes are excluded due to higher costs. These include some cuts of meat and fish.

Process for ordering meals

A meal voucher – either a main meal or sandwich voucher must be purchased from the Home Receptionist / Administrator before any food is ordered with the kitchen.

Cash is currently the only form of payment.

A main meal / sandwich must then be ordered with the kitchen showing proof of a voucher.

All meals must be ordered by 10am on the day

Meals can then be collected from the kitchen after service where the voucher must be given to the Chef.

Meal vouchers

When a meal voucher is ordered the following details must be recorded on the voucher and voucher issue form must be completed. These details include

- Meal Voucher Number
- Meal Voucher issue date
- Name of staff member
- Name of person issuing voucher
- Meal Voucher item (either main meal or sandwich)
- Value paid for the voucher (if no value is included reason for issuing must be stated)
- Signature of staff member receiving voucher
- Signature of person issuing voucher

Meal vouchers will only be issued if payment is received. Only in exceptional circumstances will a voucher be issued without payment. This may be, for example, working unexpected shift or long days. This is at the discretion of the General Manager.

General rules and guidelines

Free meals for staff can be provided, at the discretion of the General Manager, when staff are dining with residents, as part of a resident's activity or where the General Manager needs to ensure quality and consistency.

All food is subject to availability with residents taking priority.

All food must be consumed in the staff room.

Meal vouchers can only be purchased for staff on duty and not for use whilst not on duty.

Meals vouchers are only for staff and not family or friends

When collecting a hot meal this must be taken to the staff room on a tray and consumed immediately. Any cold food that cannot be consumed immediately must be covered, labelled and placed in the staff fridge.

Home Receptionist / Administrator Responsibilities

All Meal voucher numbers must be concurrent

The Meal voucher issue form must be completed in full and the Home Administrator must reconcile with the staff meals order form from the kitchen along with all monies received at the end of each month.

All monies received must be paid in to the homes Petty Cash and reconciled monthly on the front sheet to show as income.

Kitchen Responsibilities

The staff meal order form must be completed in full and signed.

Only meals ordered must be prepared.

Meal voucher proof needs to be seen prior to the order being taken.

Only menu items, jackets or salads are provided for staff unless a specific requirement is needed. This is at the discretion of the General Manager.

All forms must be returned to the Administrator for reconciliation at the end of the month

Meal Voucher Issue Form (to be completed by the Business Support Manager)

Home	
Month	

Voucher No	Date of Issue	Name of Staff Member receiving voucher	Name of person issuing voucher	Value of payment received	Signature of staff member receiving voucher	Signature of person issuing voucher

Staff Meals Order Form (to be completed by the Kitchen)

Any meal ordered for staff must be plated, covered and labelled. The staff name and date must be put onto the label.

Home	
Month	

Date	Voucher Number	Value of Voucher	Name of Staff Member ordering meal	Time meal required	Meal description of requirements	Signature of Staff member on receipt of meal

Staff Meal Voucher



Date of Issue		Meal Voucher Number	
Staff member name			
Meal Voucher Item (Main Meal or sandwich)			
Value of Voucher			
Signature of person issuing voucher			

Staff Meal Voucher



Date of Issue		Meal Voucher Number	
Staff member name			
Meal Voucher Item (Main Meal or sandwich)			
Value of Voucher			
Signature of person issuing voucher			

Staff Meal Voucher



Date of Issue		Meal Voucher Number	
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