

<p align="center"><b>Criteria for Skills Checklist</b></p>	<p>Competency:</p> <ol style="list-style-type: none"> <li>Demonstrate knowledge &amp; skills to successfully perform in position.</li> <li>Identify where additional guidance needed to increase knowledge &amp;/or improve performance.</li> </ol>	
<p>Learning Activity</p>	<p>Content</p>	<p>Resources &amp; Handouts</p>
<p>1. How Food Becomes Unsafe:</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> purchasing from unsafe sources</li> <li><input type="checkbox"/> failing to cook adequately</li> <li><input type="checkbox"/> holding food at improper temperatures</li> <li><input type="checkbox"/> using contaminated equipment</li> <li><input type="checkbox"/> poor personal hygiene</li> </ul>	
<p>2. Uniform Policy &amp; hairnet use</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Shoes: closed toe &amp; closed back, non-slip sole.</li> <li><input type="checkbox"/> Clean uniform: top: _____ slacks: _____</li> <li><input type="checkbox"/> Clean apron: <b>MUST</b> remove apron when leaving food-prep areas. For example, when taking out garbage, visiting a resident's room, or using the restroom.</li> <li><input type="checkbox"/> Clean hair restraint covers/restrains ALL hair including bangs <ul style="list-style-type: none"> <li>▪ Men w/facial hair require beard coverings...</li> </ul> </li> <li><input type="checkbox"/> Remove all jewelry</li> </ul>	<p><i>dietary dept uniform policy</i></p>
<p>3. Good Personal Hygiene</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Maintain personal cleanliness: <ul style="list-style-type: none"> <li>▪ proper bathing</li> <li>▪ hair washing</li> </ul> </li> <li><input type="checkbox"/> Uniform per Policy <ul style="list-style-type: none"> <li>▪ Clean</li> </ul> </li> <li><input type="checkbox"/> Handwashing (see #4)</li> <li><input type="checkbox"/> Hand maintenance <ul style="list-style-type: none"> <li>▪ keep fingernails short &amp; clean</li> <li>▪ do not wear false fingernails</li> <li>▪ do not wear nail polish</li> <li>▪ cover all hand cuts &amp; sores w/clean bandages</li> </ul> </li> </ul>	<p><i>NFSEM, "Personal Cleanliness &amp; Proper Attire", Sept 2005.</i></p> <p><i>NFSEM, "Proper Hand Maintenance", Sept 2005.</i></p>

<p>4. Have them DEMONSTRATE proper <b>handwashing</b> procedure:</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Proper procedure includes ALL of the following:             <ol style="list-style-type: none"> <li>1. wet your hands w/running water as hot as you can comfortably stand</li> <li>2. apply soap</li> <li>3. vigorously scrub hands &amp; arms for 10 - 15 seconds</li> <li>4. clean under fingernails and between fingers</li> <li>5. rinse thoroughly under running water</li> <li>6. dry hands &amp; arms w/single-use paper towel</li> <li>7. turn water off w/towel</li> </ol> </li>   <li><input type="checkbox"/> When to wash:             <ul style="list-style-type: none"> <li>▪ after using restroom</li> <li>▪ after handling raw food (before &amp; after)</li> <li>▪ after touching the hair, face, or body</li> <li>▪ after sneezing, coughing, or using a handkerchief or tissue</li> <li>▪ after smoking, eating, drinking, or chewing gum or tobacco</li> <li>▪ after handling chemicals that might affect the safety of food</li> <li>▪ after taking out garbage</li> <li>▪ after clearing tables or busing dirty dishes</li> <li>▪ after touching clothing or aprons</li> <li>▪ after touching anything else that may contaminate hands, such as unsanitized equipment, work surfaces, or washcloths</li> </ul> </li> </ul>	<p><i>NFSEM, "Proper Handwashing", Sept 2005.</i></p>
<p>5. Glove Use  &amp;</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Gloves must NEVER be used in place of handwashing.</li> <li><input type="checkbox"/> Hands MUST be washed before putting on gloves and when changing to a fresh pair of gloves.</li> <li><input type="checkbox"/> Gloves should never be washed &amp; reused.</li> <li><input type="checkbox"/> Gloves should be changed:             <ul style="list-style-type: none"> <li>▪ As soon as they become soiled or torn;</li> <li>▪ Before beginning a different task</li> <li>▪ At least every four hours during continual use</li> </ul> </li> </ul>	<p><i>NFSEM, "Proper Use of Gloves", Sept. 2005.</i></p>

<p>Bare-hand contact w/RTE food</p>	<ul style="list-style-type: none"> <li>▪ After handling raw meat and before handling cooked or RTE food</li> </ul> <p>Minimize bare-hand contact with food that is cooked or ready-to-eat. Handle food with tongs, deli sheets, or gloves.</p>	<p><i>Central District Health "No Bare Hand Contact" poster.</i></p>
<p>6. Care, Use, &amp; Recalibration of Thermometers:</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Type of thermometer - bimetallic stemmed</li> <li><input type="checkbox"/> How to use - the thermometer stem has a "sensing area" from the tip of the thermometer to the dimple. <ul style="list-style-type: none"> <li>○ Always sanitize thermometer stem with alcohol swab prior to placing thermometer into food.</li> <li>○ Insert the stem into the thickest part of the food item.</li> <li>○ If the food item is small or thin, insert the thermometer sideways into the food item.</li> <li>○ When temping a pan of food always stir the food first.</li> </ul> </li> <li><input type="checkbox"/> How to read - usually in 2 degree F increments <ul style="list-style-type: none"> <li>○ Wait 5 - 10 seconds for an accurate reading.</li> </ul> </li> <li><input type="checkbox"/> Thermometers should be washed, rinsed, sanitized, &amp; air-dried before and after each use to prevent cross-contamination.</li> <li><input type="checkbox"/> Calibrate regularly to ensure accuracy. <b>Recalibrate</b> anytime they suffer a sever shock, such as being dropped or after an extreme change in temperature. To calibrate: <ol style="list-style-type: none"> <li>1. Fill a large container with crushed ice. Add clean tap water until the container is full. Stir the mixture well.</li> <li>2. Put the thermometer stem into the ice water so the sensing area is completely submerged. Wait 30 seconds or until the indicator stops moving. Do not let the stem touch the sides or bottom of the container.</li> <li>3. Hold the calibration nut securely with a wrench or other tool and rotate the head of the thermometer until it reads 32 degrees F.</li> </ol> </li> </ul>	<p><i>USDA/FSIS. "Use a Food Thermometer" April, 2000.</i></p>
<p>7. Receiving Food</p>	<p>Accept/reject criteria:</p> <ul style="list-style-type: none"> <li>✓ Check temperatures of food...refrigerated food 41 degrees F or lower</li> <li>✓ frozen food should be 6 to 10 degrees F</li> </ul>	

	<ul style="list-style-type: none"> <li>✓ All packaging should be clean &amp; intact, no dampness or stains</li> <li>✓ No expired code dates</li> <li>✓ Produce showing NO signs of spoilage</li> <li>✓ No signs of pest, pest damage, or mold</li> <li>✓ Home-canned foods</li> </ul> <p>Dented cans...reject cans with:</p> <ul style="list-style-type: none"> <li>✓ swollen ends,</li> <li>✓ leaks,</li> <li>✓ rust,</li> <li>✓ dents on rims or seal OR badly dented</li> <li>✓ missing labels</li> </ul>	
<p>8. Storage guidelines</p>	<ol style="list-style-type: none"> <li>1. Store food in designated storage areas...no chemicals w/food...</li> <li>2. Store food in proper containers</li> <li>3. Store raw separately from prepared &amp; RTE food</li> <li>4. Cover all food w/tight-fitting wrap or lid</li> <li>5. Store deliveries as soon as they arrive &amp; have been inspected</li> <li>6. FIFO</li> <li>7. Labeling/dating after opening the package</li> <li>8. Discard all leftovers within 48 hours</li> <li>9. Thaw raw meats on lowest shelf of cooler</li> <li>10. 6" off the floor</li> <li>11. Proper temperature for cooler 41 degrees F or below</li> <li>12. Proper temperature for freezer 0 degrees F or below</li> </ol>	<p><i>NFSEM:</i></p> <ol style="list-style-type: none"> <li>1. <i>"Preventing Cross-contamination During Storage"</i></li> <li>2. <i>"Preventing Time-Temperature Abuse During Storage"</i></li> <li>3. <i>"Important Storage Practices"</i></li> <li>4. <i>"Storing Food at Proper Temperature"</i></li> </ol> <p><i>Sept. 2003.</i></p>
<p>9. Acceptable methods for thawing</p>	<ol style="list-style-type: none"> <li>1. In cooler</li> <li>2. Under running water</li> <li>3. In a microwave IF will be cooked immediately</li> <li>4. As part of the cooking process</li> </ol>	<p>NFSEM. "Thawing Food Properly" Sept. 2004.</p>
<p>10. ID potentially hazardous</p>	<p>Food in which microorganisms can grow rapidly:</p> <ul style="list-style-type: none"> <li>✓ Milk &amp; milk products</li> </ul>	

foods [PHF]	<ul style="list-style-type: none"> <li>✓ Meat, Fish, Poultry, shellfish</li> <li>✓ Shell eggs</li> <li>✓ Baked/boiled potatoes</li> <li>✓ Cooked rice, beans</li> <li>✓ Garlic &amp; oil mixtures</li> <li>✓ Tofu &amp; Textured Soy Protein (TSP)</li> <li>✓ Sliced melons</li> <li>✓ Sprouts</li> </ul>	
11. Minimum Internal Cooking Temperature:	<ul style="list-style-type: none"> <li>• Poultry 165</li> <li>• Stuffed meat &amp; stuffing 165</li> <li>• Dishes containing potentially hazardous ingredients 165</li> <li>• Ground meat 155</li> <li>• Injected meats (ham) 155</li> <li>• Pork, beef, lamb 145</li> <li>• Fish 145</li> <li>• Eggs for hot-holding 145</li> <li>• Reheat in microwave 165</li> </ul>	<i>NFSEM. "Cooking Food",          Sept. 2004</i>
12. Understands proper serving temps	<p>Acceptable temperature range on trayline:          Hot food: 135 degrees F or higher          Cold food: 40 degrees F or lower</p> <p>Acceptable temperature range at service to the resident:          Hot food: 120 degrees F or higher          Cold food: 50 degrees F or lower</p>	
13. What is the "Danger Zone"	Temperatures above 41 degrees & below 135 degrees F favor the growth of foodborne microorganisms.	<i>NFSEM:</i> <ul style="list-style-type: none"> <li>• "Control Time &amp; Temp"</li> <li>• "Preparing Food Safely"</li> <li>• "Preparing Specific Types of Food"</li> </ul> <i>Sept. 2004</i>

<p>14. Safe methods for cooling food</p>	<ol style="list-style-type: none"> <li>1. Reduce the quantity or size of the food by dividing into smaller portions.</li> <li>2. Place food in ice-water baths &amp; stir regularly.</li> <li>3. Use a blast chiller.</li> <li>4. Stir food to cool it faster and more evenly.</li> </ol>	<p><i>NFSEM. "Cooling &amp; Reheating Food" Sept. 2004</i></p>
<p>15. Leftover Policy</p>	<p>Leftovers are to be used within 48 hours, or frozen, or discarded.</p> <p>Leftovers are reheated only once and to a temperature of 165 degrees F for a minimum of 15 seconds.</p>	<p><i>SUN P &amp; P page 14 of Orientation-NSD section.</i></p>
<p>16. Properly handling glassware, dishes, &amp; utensils</p>	<p>Do not touch:</p> <ul style="list-style-type: none"> <li>• the rims of cups, glasses</li> <li>• eating end of utensils</li> <li>• food-contact surface of plates, bowls, etc</li> <li>• ice</li> </ul>	<p><i>ServSafe "Serving Food Safely" poster 1993.</i></p>
<p>17. Uses proper portion control utensils &amp;</p>	<ul style="list-style-type: none"> <li>▪ Knowing how to read &amp; understand extension sheets</li> <li>▪ Teach different utensils and what each is used for</li> <li>▪ Show conversion chart scoop size compared to ounces</li> <li>▪ Show proper way of serving food</li> <li>▪ Observe employee portioning &amp; serving food</li> <li>▪ Critique performance</li> </ul>	<p>Menus Therapeutic extensions Conversion chart</p>
<p>18. Knows what constitutes large &amp; small portions.</p>	<ul style="list-style-type: none"> <li>▪ Know portion size</li> <li>▪ State guidelines</li> <li>▪ Know which tools to use - "how-to" read scoop sizes</li> <li>▪ Follow therapeutic spreadsheets</li> </ul>	<p>Diagram of scoop sizes Color of scoops Laminated lists of large/small portion guidelines Portioning chart</p>

	<ul style="list-style-type: none"> <li>▪ Standardized recipes for your facility</li> <li>▪ Be sure to know which items are to be large (doubled) &amp; which are to be small (halved)</li> </ul>	
19. Reading Menu & spreadsheets	<ul style="list-style-type: none"> <li>• Review weekly cycle menu &amp; therapeutic spreadsheet format</li> <li>• Understand abbreviations used on spreadsheets</li> <li>• Understand portion sizes &amp; correct utensils</li> <li>• Demonstrate knowledge of therapeutic diets listed on spreadsheets</li> <li>• Understands the various texture modifications</li> </ul>	Menus Therapeutic extensions
20. Basic knowledge of therapeutic diets to accurately serve diet as ordered & abbreviations used	<ul style="list-style-type: none"> <li>• Review Idaho Diet Manual <ul style="list-style-type: none"> <li>○ Therapeutic diets addressed on spreadsheets</li> </ul> </li> <li>• Review "Indications for Use" for each of the diets listed on spreadsheets</li> <li>• Demonstrates ability to read spreadsheet &amp; serve diet accurately</li> <li>• Demonstrates knowledge of abbreviations of diets</li> </ul>	<ul style="list-style-type: none"> <li>• Idaho Diet Manual</li> <li>• Therapeutic Diet Extensions/Spreadsheet</li> <li>• Menu</li> </ul>
21. Reads & understands standardized recipes  Demonstrates ability to accurately adjust recipe yield.	<ul style="list-style-type: none"> <li>• Understands proper weights &amp; measurements</li> <li>• Demonstrates ability to accurately follow recipes <ol style="list-style-type: none"> <li>1. consult recipe</li> <li>2. have all equipment and utensils ready</li> <li>3. gather recipe ingredients</li> <li>4. demonstrate the ability to use portion conversion chart</li> <li>5. demonstrate ability to scale recipe up or down</li> </ol> </li> <li>• accurately adjusts recipe to new yield using conversion factor</li> <li>• measurements are converted to format that will be easier for staff to use</li> </ul>	Standardized recipe Conversion chart  Calculator Recipe Math article

<p>22. Using production sheets</p>	<ul style="list-style-type: none"> <li>• Review content of production sheet</li> <li>• Review therapeutic diet counts on production sheet</li> <li>• Review most recent diet census tally sheet</li> <li>• Review recipes/supplies available for production</li> <li>• Review substitution documentation</li> <li>• Review food temperature documentation on production sheet</li> <li>• Review pre-prep guidelines on production sheet</li> <li>• Review comments area for documentation of production issues &amp;/or leftovers</li> </ul>	<p>Production sheet Diet census tally sheet P &amp; P documentation of substitutions</p>
<p>23. Temperature Logs</p>	<ul style="list-style-type: none"> <li>• Food</li> <li>• Cooler/freezer</li> <li>• Dishmachine</li> <li>• Action to take if temp outside appropriate range</li> </ul>	
<p>24. How to accurately &amp; properly document menu substitutions</p>	<ul style="list-style-type: none"> <li>• Review use of "Substitution" documentation form (if used) <ul style="list-style-type: none"> <li>○ Review/approval of substitutions by CDM &amp; RD</li> </ul> </li> <li>• Review policy &amp; procedure for menu substitutions <ul style="list-style-type: none"> <li>○ Locate &amp; "how-to" use comparable/acceptable substitutions</li> </ul> </li> <li>• Demonstrate "how-to" document on menu: <ul style="list-style-type: none"> <li>○ single line through menu item</li> <li>○ hand write entry</li> <li>○ date entry</li> <li>○ extend across all therapeutic diets <ul style="list-style-type: none"> <li>▪ refer to Idaho Diet Manual</li> </ul> </li> </ul> </li> </ul>	<p>Menu Therapeutic Spreadsheet Substitution record form Policy &amp; procedure <i>Idaho Diet Manual</i></p>
<p>25. What is "nutritionally comparable"</p>	<p>Vitamin A &amp; C requirements/sources</p>	
<p>26. Proper food consistency</p>		





	<p>microorganisms.</p> <p>Chemical sanitizing...is done by immersing a clean object in a specific concentration of sanitizing solution for a required length of time or by rinsing or spraying the object with a specific concentration of sanitizing solution.</p> <p>Scented or oxygen bleaches are NOT acceptable as sanitizers for food-contact surfaces.</p> <p>Factors that influence the effectiveness of sanitizers:</p> <ul style="list-style-type: none"> <li>☞ Concentration</li> <li>☞ Temperature</li> <li>☞ Contact time</li> </ul>	
<p>30. Appropriate preparation of sanitizer bucket &amp; storage of wiping cloths</p> <p>Concentration of chemical sanitizer</p> <p>DEMONSTRATE setting up a "red" bucket of sanitizer and check the ppm's w/the proper test strips.</p>	<p>Chemical sanitizers are mixed with water until the proper concentration (ratio of sanitizer to water) is reached. The concentration is measured using a sanitizer test kit and is expressed in parts per million (ppm). The proper test kit for the sanitizer you are using is necessary. The concentration must be checked frequently since the sanitizer is depleted during use. It can be affected by hard water, food particles, or detergent.</p> <p>A sanitizing solution MUST be changed:</p> <ul style="list-style-type: none"> <li>☞ when it is visibly dirty; or</li> <li>☞ when its concentration has dropped below the required level.</li> </ul> <p>Generally, sanitizers work best at between 55 degrees F and 120 degrees F.</p> <p>1 TBSP bleach to 1-1/2 or 2 gallons of water temperature of water "room temp" ~75 degrees F</p> <p><u>To avoid common mistakes:</u></p>	

	<p>Use one cloth for "cleaning" and one cloth for "sanitizing."</p> <p>ALWAYS rinse wiping cloth before returning it to the bucket!</p> <p>DO NOT use same sanitizing wiping cloths or sanitizing bath for sanitizing raw meats and other foods.</p> <p>Allow adequate contact time for wiping cloth in sanitizing bath before removing to use again.</p> <p>Allow adequate time for sanitizer from wiping cloth to air dry on food contact surface.</p> <p><b>KEEP WIPING CLOTHS IN SANITIZING BATH BETWEEN USES!</b></p>	
<p>31. Location &amp; use of MSDS sheets</p>	<p>Material Safety Data Sheets (MSDS): sheets supplied by the chemical manufacturer listing the chemical and its common names, its potential physical and health hazards, information about using and handling it safely and other important information.</p> <p>They are located: _____</p>	
<p>34. Demonstrates proper cleaning of equipment r/t position</p>	<p>Equipment must be cleaned according to the manufacturers cleaning instructions or the SUN policy.</p> <ol style="list-style-type: none"> <li>1. turn off &amp; unplug equipment;</li> <li>2. remove food &amp; soil from under and around the equipment;</li> <li>3. remove detachable parts and manually wash, rinse, and sanitize them, or run them through a warewasher, if permitted. Allow them to air-dry.</li> <li>4. wash and rinse fixed food contact surfaces, then wipe or spray them with chemical sanitizing solutions;</li> <li>5. keep cloths used for food-contact and nonfood-contact surfaces in separate, properly marked containers of sanitizing solution;</li> <li>6. air-dry all parts, then reassemble according to directions. Tighten all parts and guards. Test equipment at recommended settings, then turn it off; and</li> <li>7. resanitize food-contact surfaces handled when putting the unit back together by wiping with a cloth that has been submerged in sanitizing solution.</li> </ol>	

<p>Cleaning non-food contact surfaces</p>	<p>Non-food contact surfaces such as floors, walls, ceilings, &amp; equipment exteriors <b>MUST</b> be cleaned regularly to prevent the accumulation of dust, dirt, food residue, and other debris.</p>	
<p>Cleaning &amp; sanitizing equipment</p>	<p>Differentiate between "cleaning" &amp; "sanitizing" and that a surface can NOT be sanitized until it is first "cleaned."</p> <p>Chlorine: is the most commonly used sanitizer due to its low cost and its effectiveness. Chlorine kills a wide range of microorganisms. However, soil can quickly inactivate chlorine solutions, and they can be corrosive to some metals when used improperly.</p> <p>Quaternary ammonium compounds (quats): are a group of sanitizers, non-corrosive to surfaces, and remain active for a short periods of time after they have dried. Quats may not kill certain types of microorganisms and they are easily affected by detergent residue.</p>	<p>SUN Cleaning Procedures Notebook</p>
<p>Master Cleaning Schedule</p>	<p>A clean &amp; sanitary foodservice department is necessary for safe food preparation. It takes a commitment from the manager and involvement from each employee.</p> <p>A detailed schedule listing all cleaning tasks in an establishment, when and how they are to be performed, and who will do them.</p> <p>A cleaning schedule should include:</p> <ul style="list-style-type: none"> <li>☞ What should be cleaned</li> <li>☞ Who should clean it</li> <li>☞ When it should be cleaned</li> <li>☞ How it should be cleaned</li> </ul> <p>The manager must:</p> <ul style="list-style-type: none"> <li>☺ supervise the daily cleaning routine</li> <li>☺ monitor the daily completion of all cleaning tasks</li> </ul>	<p>Revised cleaning schedule</p>

	☺ conduct spot inspections	
WALK THRU INSPECTION & Establish the EXPECTATION	Conduct a thorough walk thru inspection of the: <ul style="list-style-type: none"> <li>✓ kitchen,</li> <li>✓ bake shop,</li> <li>✓ storeroom,</li> <li>✓ cooler,</li> <li>✓ freezer,</li> <li>✓ serving kitchen, &amp;</li> <li>✓ dishroom.</li> </ul>	Self-Inspection form for each participant
Garbage Disposal	<p>Garbage attracts pests and can contaminate food, equipment, and utensils. To control hazards garbage can pose:</p> <ul style="list-style-type: none"> <li>☞ Garbage should be removed from food-preparation areas as quickly as possible to prevent odors, pests, and possible contamination. Do not carry above or across food preparation areas.</li> <li>☞ Garbage containers must have tight-fitting lids which should be on the garbage container at all times (exception is during "peak" food preparation).</li> <li>☞ Garbage containers should be cleaned frequently and thoroughly, both inside and out.</li> <li>☞ Outdoor dumpsters <b>MUST</b> be kept covered at all times!</li> </ul>	
Identify requirements for warewashing facilities.	<ul style="list-style-type: none"> <li>⇒ Check the machine for cleanliness at least once a day, cleaning it as often as needed.</li> <li>⇒ Make sure detergent and sanitizer dispensers are properly filled.</li> <li>⇒ Scrape, rinse, or soak items before washing.</li> <li>⇒ Load warewasher racks correctly and use racks designed for the items being washed.</li> <li>⇒ Check temperatures and pressure</li> <li>⇒ Check each rack as it comes out of the machine for soiled items.</li> <li>⇒ Air-dry all items.</li> <li>⇒ Keep you machine in good repair.</li> </ul> <p>High temp machines: final rinse: 180 degrees F (stationary rack: 165 degrees F)</p>	

	<p>Low temp/chemical sanitizing: wash not lower than 120 degrees F Rinse between 75 - 120 for the sanitizer to be effective</p>	
	<ul style="list-style-type: none"><li><input type="checkbox"/> Place weight evenly on both feet.</li><li><input type="checkbox"/> Keep feet apart.</li><li><input type="checkbox"/> Face object to be lifted.</li><li><input type="checkbox"/> Squat close to object.</li><li><input type="checkbox"/> Keep back straight.</li><li><input type="checkbox"/> Hold object firmly with both hands.</li><li><input type="checkbox"/> Use strong leg muscles, rather than your back to lift.</li><li><input type="checkbox"/> Push or pull rather than lift.</li><li><input type="checkbox"/> Lift a heavy object no higher than waist level.</li><li><input type="checkbox"/> To turn, pivot feet. Do not twist body.</li></ul>	
	<p>Dietary Staff Skills Checklist:</p> <ul style="list-style-type: none"><li>▪ Copy to individual's personnel file</li><li>▪ Copy in Dietary Action Plan notebook</li></ul>	

