

## BENTLEY Hospital Catering Service

TO ALL PERMANENT AND TEMPORARY MEMBERS OF STAFF

### IMPORTANT INFORMATION

<b>Meal Breaks</b> (minimum company guidelines)	
HOURS WORKED	BREAK TO BE TAKEN
0-4 hrs	nil
4-6 hrs	15 mins
6-8 hrs	30 mins
8-12 hrs	60 mins (taken as 2 x 30 mins)
12-24 hrs	75 mins (taken as 2 x 30 mins + 1 x 15 mins)
Your section staffing board will show the times when these breaks are to be taken.	

#### **Please note**

It is your responsibility to check that the total break time shown on the staffing sheets accurately reflects the breaks that you take. Any discrepancies should be raised with your Staff Co-ordinator immediately.

#### **SPECIAL REQUIREMENTS - FOOD HANDLERS**

Food handlers are those concerned with preparing and serving unwrapped food.

Food handlers should report any instance of sickness, diarrhoea and/or stomach upset experienced while at work or during a holiday to a member of the Personnel Management team. Any infections of the throat, mouth, chest or skin should also be reported to a member of the Personnel Management team. Food handlers need to have an annual dental examination by the company dentist. Alternatively, a certificate of dental fitness may be produced from their own dentist. This applies to all permanent staff who handle food.

## Questions 1-5

Complete each sentence with the correct ending, **A-J**, below.

Write the correct letter, **A-J**, in boxes **1-5** on your answer sheet.

- 1..... Temporary employees only working 3 hours should
- 2..... Employees who work 11 hours should
- 3..... To find out when to have their breaks, employees should
- 4..... Employees working with food must
- 5..... Food handlers who have been ill should

- A** talk to a staff co-ordinator.
- B** have two thirty-minute breaks.
- C** not take any breaks for meals.
- D** pay for any meals they have.
- E** get a single one-hour break.
- F** look at the section staffing board.
- G** lose pay for their break times.
- H** tell a member of the Personnel Management team.
- I** have an annual dental examination.
- J** consult their doctor.

**Solution:**

1. C

2. B

3. F

4. I

5. H