

Report

for

NORTH-EASTERN REGIONAL HOSPITAL BOARD, SCOTLAND

on a

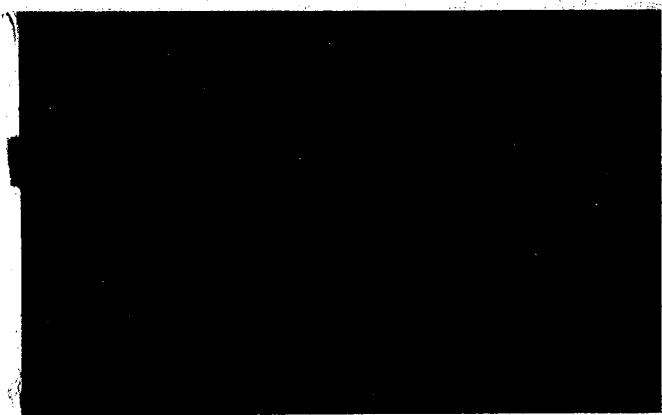
FROZEN MEALS SERVICE FOR THE FORESTERHILL SITE

prepared by G.J. Stormont, F.H.C.I.

Catering Adviser to the King's Fund

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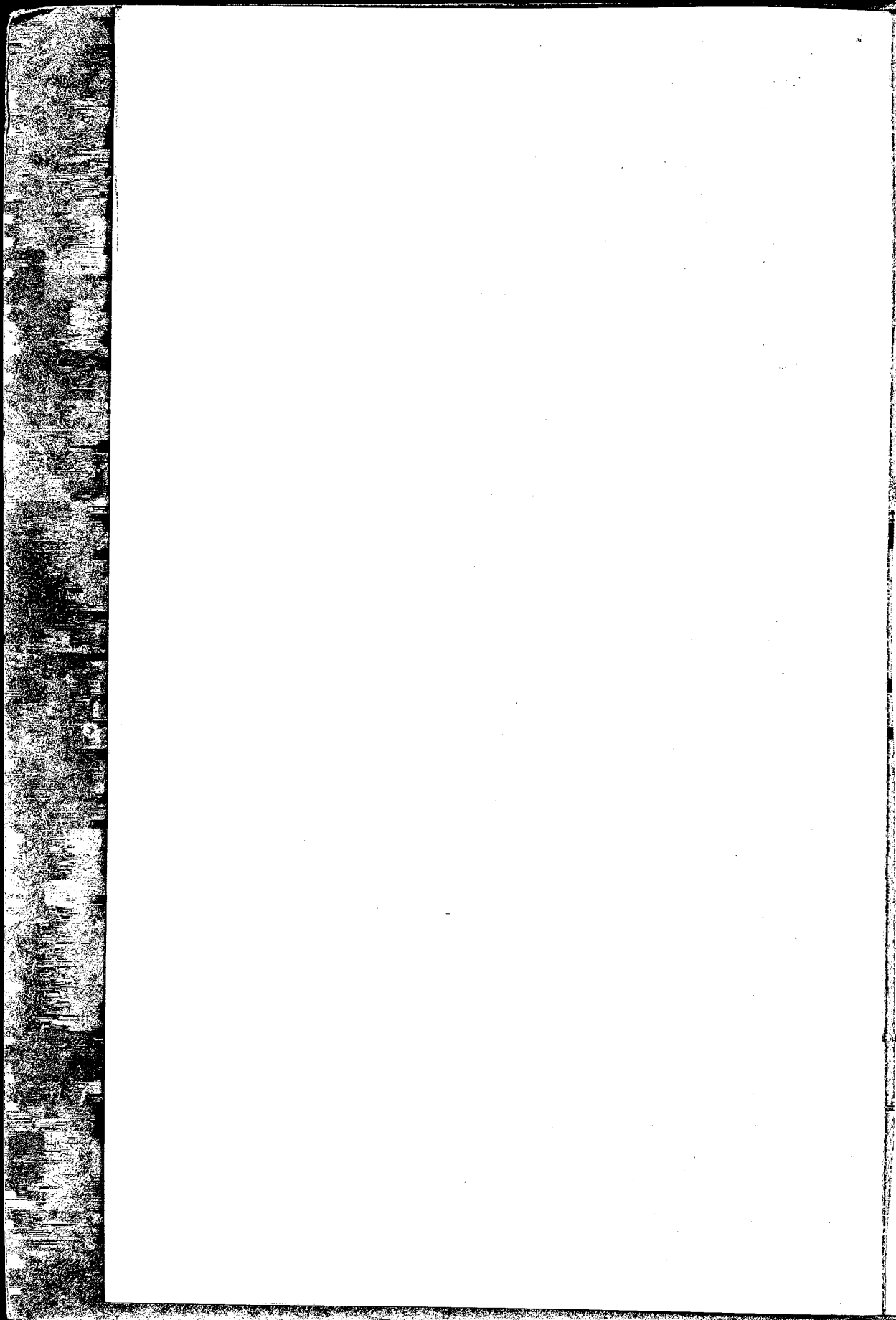
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## CONTENTS

### Paras.

1- 6	BASIC DATA
7-12	SUGGESTED ORGANISATION OF THE CATERING DEPARTMENT
8	The Stores
9	Food Production Department
10	Depot Kitchen
11	Floor Service Kitchen
12	Staff Food Service
13-14	STANDARD OF FEEDING
13	Patients
14	Staff
15-22	EQUIPMENT
15	Floor Service Kitchens
16	Kitchen 'A' (for 50/60 patients)
17	Kitchen 'B' (for 90/100 patients)
18	DEPOT KITCHENS
19	Depot Kitchen I (A Block)
20	Depot Kitchen II (B & C Blocks)
21	Depot Kitchen III (D Block)
22	Depot Kitchen IV (E Block)
23	STAFF HIERARCHY
24-32	STAFFING REQUIREMENTS
24	Management
25	Food Production Unit
26	Butchery
27	Pastry
28	Vegetables
29	Depot Kitchens
30	Floor Kitchens
31	Staff Restaurants
32	Crockery Washing
33-37	DEPOT KITCHENS
33	Depot Kitchen I
34	Depot Kitchen II
35	Depot Kitchen III
36	Depot Kitchen IV
37	Depot Kitchens I, II, III, IV
38-39	FLOOR FINISHING KITCHENS
39	40 Patient Floor Wards
40-48	STAFF RESTAURANTS
41	Block A
42	Service
43	Beverages
44	Table Clearing - Crockery Washing
45	Cleaning
46	Other Meals & Refreshments
47	Staff Requirements
48	Man Hours
49	PATIENTS CROCKERY



Notes for N.E. Board, Scotland, dated 16th August 1965

FORESTERHILL SITE

1. BASIC DATA

1. The site of the buildings is as shown on sketch.

2. The units and accommodation are as follows:-

2. A. Block (Stages 2 and 3)

This is sited to the south-west of the Aberdeen Royal Infirmary approximately 300 ft. away. From the basement of this block there will be a tunnel leading to the basement of the A.R.I. and a corridor to the bottom of the lift shafts in the basement of B. Block (Stage 1). There are also corridors between Block A and B at lower ground floor and ground floor levels. It is an 8-storey block:

Basement	- Kitchen
Lower Ground Floor	- Staff Dining Room (1500)
Ground Floor	- No patients
First Floor Wards	- 70 patients
Second Floor Wards	- 90 patients
Third Floor Wards	- 40 patients
Fourth Floor Wards	- 70 patients
Fifth Floor Wards	- 90 patients
Total	360 patients + 1500 staff

3. B. Block (Stage 1)

This is to the north of A. Block and immediately to the west of the present Royal Infirmary. There is a short corridor between the lower ground floor of this block and the ground floor of the Infirmary. Connections between A and B are described above. The block has six floors:-

Basement (part only but lift shafts terminate here)	
Lower Ground Floor	- Central block services
Ground Floor	- Records and Visitors' Concourse
First Floor Wards	- 42 patients
Second Floor Wards	- 58 patients
Third Floor Wards	- 29 patients (Section 5)
Total	129 patients

The staff are included under A Block

4. C. Block (Present A.R.I.)

There are three blocks connected laterally at ground floor and basement level only:-

Basement	- Services
Ground Floor	- Kitchen and Stores
Wards	- 100 patients
First Floor Wards	- 140 patients
Second Floor Wards	- 140 patients
Third Floor Wards	- 140 patients
Fourth Floor Wards	- 60 patients
Total	580 patients

The staff are included under A Block

5. D. Block (Maternity Hospital)

This is in two blocks connected by a corridor at ground level.

Ground Floor Wards	- 60 (in small wards)
First Floor Wards	- 35 adults (in small wards including 15 Section 5 patients but excluding the Special Nursery)
Second Floor	- 8

Total	102 patients excluding
	Special Nursery

Staff dining - approximately 150

6. E. Block (Royal Aberdeen Hospital for Sick Children)

There are seven wards all on the ground floor connected by corridors. The hospital takes children from 0-12 years.

5 Medical and Surgical Wards	of 32 beds each
1 Skin ward	of 9 beds
1 Mothers and Babies Ward	with 12 mothers and 12 babies
1 Psychiatric Children's Unit	of 10 in-patients
	+ 8 day places

Total - approximately 200 patients

Staff dining - approximately 200

The distance between wards is approximately 100 ft. Each ward has its own ward kitchen.

7. SUGGESTED ORGANISATION OF THE CATERING DEPARTMENT

The Catering Department should be organised into the following Units:

1. Stores
2. Food Production Unit
3. Depot Kitchens
4. Service Units (a) Floor Kitchen for patients  
(b) Dining Rooms with Back Bar Units for staff

8. THE STORES

1. The reception area will receive all foodstuffs for the group of hospitals irrespective of whether it is for immediate or delayed use
2. The bulk stores will hold all non perishable foods
3. The broken bulk storage area will hold foods coming from the bulk stores which are required for issue
4. The issue area would receive

"Perishables" direct from the reception area ready for issue and "Non Perishables" from the broken bulk stores. It would deliver to



- (a) The Food Production Unit - fresh meat, fish, vegetables etc. and non perishable foods required to be cooked irrespective of whether they were to be frozen or not
- (b) The Depot Kitchens - salad vegetable, fresh fruit, tinned foods which only require serving, eggs, bacon, fruit juice, etc.
- (c) Floor Service Kitchens

Daily	Weekly
butter	tea in bags
margarine	coffee
jam	Horlicks
marmalade	Ovaltine
bread	sugar
milk	cereals
cakes	sweet biscuits
sauces	squashes
beer, etc.	

- (d) Staff Dining Rooms - daily issues to Staff Dining Room Servery butter etc. as above,  
Weekly issues - tea in bags etc. as above

#### 9. THE FOOD PRODUCTION UNIT

The Food Production Unit will have to produce frozen meals for 3000 to 5000 persons per day, meals will not be composite but contain 1 dish only, potatoes and vegetables being on separate dishes. The dishes will have to be attractive and fit into a general tray assembly. The Food Production Unit will have four main sections:

1. Preparation area - all foodstuffs prepared ready for cooking (or ready prepared foods may be purchased?)
2. Cooking Areas - all food cooked by continuous cooking equipment
3. Portioning areas - foods individually portioned soon after cooking, sealed and frozen quickly
4. Storage areas - low temperature rooms for bulk storage

#### 10. THE DEPOT KITCHEN

The Depot Kitchen will have three main functions:

- (a) Storage
- (b) Fresh food preparation
- (c) Issues to Floor Service Kitchen

It may be necessary to make two deliveries for each meal to the Floor Service Kitchen (a) with the frozen meals requested; (b) the freshly prepared dishes in which case the cold meat might be plated individually.

# 11. FLOOR SERVICE KITCHEN

The Floor Service Kitchen will have to deal with 29 to 100 patients. Its function will be:

- (a) To make all beverages (6 times per day?) C/A
- (b) To reheat frozen meals C/A
- (c) To cook certain dishes, e.g. boil or poach eggs fry bacon, sausages, see Appendix C/A
- (d) To pour out fruit juice (or plate meat?) C/A
- (e) To place dishes on trays C/A
- (f) To take tray to patients Nurses or W.O.
- (g) To clear away W.O.
- (h) To wash up crockery and cutlery (small dish washing machine or central washing up?) ?
- (i) To obtain patients daily meal requirements after dinner, say 2 p.m. C/A
- (j) Indent on Depot Kitchen for meals and on Daily Issue store for tea, bread, milk etc. C/A

# 12. STAFF FOOD SERVICE

There will be 3 dining rooms for staff

- (a) A Block will serve approximately 1500 staff at midday
- (b) D Block will serve approximately 150 staff at midday
- (c) E Block will serve approximately 200 staff at midday

Each dining room will require a servery. It could be a room completely separated from the Dining Area or a modern approach could be adopted and be part of the dining room, with service counter and back bar units.

## STANDARD OF FEEDING

# 13. Patients

The menu will be similar to the specimen shown in Appendix A except that there may be more high tea meals and that it should be remembered that only about 10% patients take a cooked breakfast.

All foods will be frozen with certain exceptions in individual portions using separate dishes for meat, potatoes, vegetables, etc. The type of dishes suggested are plastic disposable and the approximate sizes are:

Main dish	$6\frac{1}{2}'' \times 3\frac{1}{4}''$
Potato dish	$5\frac{1}{2}'' \times 3\frac{1}{4}''$
Vegetable dish	$5\frac{1}{2}'' \times 3\frac{1}{4}''$
Sweet dish	$4'' \times 3\frac{1}{4}''$

All would be 1" deep

A tray would be designed to have recesses to hold these dishes firmly which would help the patient in bed to cut meat, etc.

The dishes which it is suggested should be the exception to the above frozen dishes are:

Bacon for breakfast  
Tomatoes except where in a composite dish  
Eggs - fried, boiled, poached

Jellies	)	
Blancmange	)	
Junket	)	all freshly prepared
Fruit Juices	)	
Salads	)	individual dishes
Cheese & Biscuits	)	
Dessert Fruit	)	
Cold meats	)	
Tinned meats	)	
Soups	)	these could be frozen but might be better made on floor level from A.D. mixes

Although puddings, fish, etc. may have custard or sauce already on the dish there should be a certain amount extra available for those who like more and therefore custard and sauces should be frozen in say 5 or 6 portion packets for reheating.

#### 14. Staff

Meals for the staff will be prepared on similar lines to those for the patients, frozen individually, with certain items freshly prepared. However in serving it is suggested that the food when reheated is transferred to the normal earthenware plate when this can be conveniently done.

EQUIPMENT

15. FLOOR SERVICE KITCHENS

There will have to be different sizes of Floor Service Kitchens according to the number of patients. Two patterns are shown in the Appendices and called A and B to which reference is made below. Slight adjustments can be made for the plus and minuses should less space be required for the tray racks.

If areas have already been allocated for the Floor Kitchens adjustments in layout will have to be made but these drawings should provide a basis on which to work.

The kitchens required are as follows:

	<u>Floor</u>	<u>No. of Patients</u>	<u>Type of Kitchen</u>
<u>A Block</u> 1.	1st	70	A +
2.	2nd	90	B
3.	3rd	40	A
4.	4th	70	A +
5.	5th	90	B
<u>B Block</u> 6.	1st	42	A
7.	2nd	58	A
8.	3rd	29	A -
<u>C Block</u> 9.	Ground	40	A
10.	"	60	A
11. (Medical)	1st	40	A
12.	2nd	40	A
13.	3rd	40	A
14. (Surgical)	1st	60	A
15.	2nd	60	A
16.	3rd	60	A
17.	4th	30	A -
18. (East)	1st	40	A
19.	2nd	40	A
20.	3rd	40	A
	4th	-	-
<u>D Block</u> 21.	Ground	60	A
22.	1st )	35 )	A
	2nd )	8 )	
<u>E Block</u> 23.	Ground	32	A -
24.	Ground	32	A -
25.	Ground	32	A -
26.	Ground	32	A -
27.	Ground	32	A -
( Skin		9 )	
28. ( Mothers & Babies	Ground	12 )	A -
( Psychiatric		18 )	

16 Kitchen 'A'  
(For 50/60 Patients)

1. Hot Air Circulating Oven

There are three possible sources of heat, electricity, gas and steam. Electricity is not recommended because of the loading. Each unit would take approximately 13 Kw. Gas is not recommended at this stage because not enough is yet known of their potential and there are none on the market. Steam heated to 110°-130° C. could be satisfactory and reasonably economical. It would be supported by an internal high powered fan using 0.75 Kw. The steam consumption would be 20 kg. of S/H.

The shelf area required for this number of meals is 2400-3000 sq. ins. according to the meals selected. At present the German firm of Neff are producing a H.A.C.O. which meet these requirements. It has 7 shelves of 20" x 22" = 3080 sq. ins. This shelf size would fit in with the size of dishes being considered.

11. Boiling Top

A four burner gas heated unit would meet the requirements satisfactorily. Its consumption would be approximately 70,000 B.T.U./H.

111 Toaster

A rotary toaster with a consumption of 5.5 Kw. maximum should be installed.

1V Deep Fat Fryer

Opinions vary on the desirability of such an installation. However one with a consumption of 5 - 10 Kw. is recommended as at present a number of fried foods require either special treatment in the oven or deep fat frying for a satisfactory recovery.

V Deep Freeze

According to the system recommended one day's storage is adequate. Between 6 - 9 cu. ft. would be adequate.

VI. Refrigerator

Milk will take approximately 6 cu. ft., prepared foods such as salads, cold meat, cold sweets will be delivered for each meal, but when the evening meal dishes are delivered there will also be breakfast dishes. These will require a further 6 cu. ft. Therefore it is recommended that the refrigerator should have a minimum of 12 cu. ft. with an adequate number of shelves.

VII Hot Water Boiler

A constant hot water boiler is recommended. If steam heated this would be approximately 65 lbs of condense/hour.

VIII Hot Cupboard

If disposables are used this will not be required.

IX Storage Cupboards

Three storage units are required for:-

- (a) Food such as jam, tea, bread, etc.
- (b) Disposables (beakers, cutlery)
- (c) Pots, pans and utensils

X Sinks

One sink and draining board is the minimum requirement if disposables for everything is accepted. If it is decided to have the usual cups and saucers and cutlery a dishwashing machine must be considered. The area would be approximately 24" x 24" plus draining boards. Alternatively a double compartment sink, the second one of which should be possible to boost to 180° F. is required. The alternative is perhaps the simpler method and, if the only disposable were cutlery, is recommended.

X1 Mobile Tray Racks

Space for four racks is required

X11 Trolley from Depot Kitchen

Space required

X111 Microwave

For a sudden demand for one or two meals a Microwave should be installed. 5 Kw. Input - 30 amp. circuit.

17. Kitchen 'B'  
(for 90/100 patients)

1 Hot Air Circulating Oven

Two of the type recommended in Kitchen 'A' are required. Consumption 1.5 Kw. electricity - 40 Kg. of S/H.

11 Boiling Top

The same size as for Kitchen 'A'. Gas heated four burner unit approximately 70,000 B.T.U./H.

111 Toaster

One rotary is adequate, consumption 5.5 Kw.

1V Deep Fat Fryer

One is adequate, consumption 5-10 Kw.

V Deep Freeze

The capacity should be a minimum of 15 cu. ft.

V1 Refrigerator

This should be 18-20 cu. ft.

V11 Hot Water Boiler

The one for Kitchen 'A' is adequate, 65 lbs condense/hour

V111 Hot cupboards

None required.

1X Storage Cupboards

Same requirements as for Kitchen 'A' but larger capacity

X Sinks

Similar remarks to Kitchen 'A' but perhaps sinks might require to be larger or double compartments, as there will be more teapots and larger pans

X1 Mobile Tray Racks

Eight racks or four double racks are required which is twice the area of that required for Kitchen 'A'

X11 Trolleys from Depot Kitchen

Space required

X111 Microwave

For a sudden demand for one or two meals a Microwave should be installed. 5 Kw. input - 30 amps circuit.

18. DEPOT KITCHENS

There will be four Depot Kitchens under the control of a Catering Supervisor (or Catering Officer).

			(amended to 1000 June '66)
1.	A Block	360 patients	1500 staff
11.	B & C Blocks combined	709 patients	
111.	D Block	102 patients	150 staff
1V.	E Block	200 patients	200 staff

19. Depot Kitchen 1.

(A Block)

The 360 patients will be present for all meals but staff are estimated to be 400 for breakfast, 1500 for midday and 1000 for evening meals.

The kitchen will supply daily, five floor kitchens and the staff restaurant with frozen meals and fresh foods which it will prepare and plate individually. Equipment required will be as follows:

(a) Storage

The Deep Freeze is based on

Breakfast	5 cu. ft.	(1/10 of patients have a cooked dish)
Midday	75 cu. ft.	
Supper	25 cu. ft.	
	105 cu. ft.	
7 days	735 cu. ft.	

Add approximately 20% for fluctuation in demand. This makes a total of almost 900 cu. ft. providing all space is usable and easily accessible. Therefore the refrigeration should be of the Cabinet style not a Cold Room.

If separate Cabinets are used a wall line of approximately 70 ft. will be required based on a reasonable height for shelves (15 ins. from ground, inside height of Cabinet 5'6"). If a special unit were to be built a considerable saving in wall line should be achieved. However at this stage, planning should be made for the maximum.

Cold Room

Foods, chilled only, such as cold roast meats which are to be served with salads require normal refrigeration i.e. 35°-40° F. Salads too might be refrigerated. Approximately 72 sq. ft. should be adequate.

Tinned Food Store

Storage is needed for tinned fruits, meats, dehydrated soups etc. Approximately 144 sq. ft. (300 cu. ft of usable shelving) should be satisfactory.

(b) Fresh Food Preparation

		<u>Max.</u>	<u>per day</u>	<u>Equipment</u>
Salads	Lettuce			
	Tomatoes			
	Beetroot	500	1½	Sink & drainer
	Cucumbers			Chopping boards
				Tabling
				Wheel in Fridge
				Mobile Rack



<u>Sweets</u>		<u>Max</u>	<u>per day</u>	<u>Equipment</u>
Fruit Salads	}	50	1½	Tabling
Trifles				Chopping board
Jellies etc				Mobile racks
Blancmange etc				Wheel in Fridge
				Tin opener
				Hot water boiler
				Boiling top

Meats

Bacon	Tabling
Ham	El. Slicer
Meat Cold	Mobile racks
Meat tinned	Wheel in fridge
Eggs	

<u>Fruit Juices</u>	Mixer small?
(fresh or tinned)	Liquidiser?

Cheese  
Biscuits

(c) Trolleys

Besides one or two general purpose trolleys in the kitchen, there will be 6 or 7 trolleys for conveying frozen meals etc. to Floor Kitchens and Staff Dining Room. These can be stored in Deep Freeze Room.

20. Depot Kitchen II  
(B and C Blocks)

The basis of the calculations for this kitchen are on 709 patients taking midday meals which involves 4 dishes each, 709 high teas of two dishes (on average) each and 1/10 of the patients having a cooked breakfast dish.

(a) Storage

Deep Freeze

Daily requirement 42 cu. ft.  
Week's " 294 cu. ft.  
Add approx. 20% for fluctuation in demand, which reaches a maximum requirement of 360 cu. ft. Using separate cabinets a wall line of 70 ft. is required.

Chilled Foods

Salads and cold meats will require to be stored up to 24 hours, so a refrigerator of usual temperatures is required, approx. 20 cu. ft.

Tinned Foods

For fruit salads, tinned meats, etc. a storage area of approx. 40 sq. ft. is required.

(b) Fresh Food Preparation

Meats and cheese can use same preparation area. Salads and sweets can use same area.

(c) Trolleys

15 trolleys are required for conveying food to Floor Kitchen

21. Depot Kitchen III  
(D Block)

From this kitchen supplies will go to 102 patients and 150 staff. Although some of these staff will be away at weekends and a small proportion will be on duty at night it is felt advisable to base the calculations on maximum requirements.

Therefore the daily basis is  
breakfasts 160  
dinner 250  
high teas 200

(a) Storage

Deep Freeze

Daily requirement 14½ cu. ft.  
Week's " 102 cu. ft.  
Add 20% total approx. 125 cu. ft.  
A wall line of approx. 25 ft. of cabinets required.

Chilled Foods

A 20 cu. ft. refrigerator will be more than adequate

Tinned Foods

Office and store should be combined for a small amount such as this.

(b) Fresh Food Preparation

Two preparation lines with sink, boiling rings and wheel-in refrigerator is adequate for these numbers

(c) Trolleys

Parking space for 3/4 trolleys is required

22. Depot Kitchen IV  
(E Block)

This kitchen will serve 200 patients and 200 staff. It is estimated there will be approximately 220 cooked breakfast dishes, 400 midday meals and 350 high teas.

(a) Storage

Deep Freeze

Daily requirement 20 cu. ft.  
Week's " 175 cu. ft.  
Add 20% total approx. 215 cu. ft.  
On previous basis a wall line of approx. 35 ft is required

Chilled Foods

One 20 cu. ft. refrigerator will be adequate

Tinned Foods

A store of approximately 40 sq. ft. including refrigeration mentioned above is required.

(b) Fresh Food Preparation

Two preparation tables with sink, boiling rings and wheel-in refrigerator are adequate for these numbers

(c) Trolleys

Parking space for 3/4 trolleys is required



## Catering Controller

Personal Sec.      Asst. Catering Controller      Clerk      Relief C. Officer

## Food Production Unit

Production Manager  
(Head Chef)

Asst. Head Chef

Machine Operators

Platers

Storemen

A Block

Catering Officer

Asst. C. Officer

Depot K I

Asst. Cooks

Porters

Staff Restaurant

Supervisors

Maids

5 Floor Ks

Catering  
Assistants

B & C Blocks

Catering Officer

Asst. C. Officer

Depot K II

Asst. Cooks  
Porters

19 Floor Ks.

Catering  
Assistants

D Block

Catering Officer

Depot K III

Asst. Cooks  
Porters

2 Floor Ks

Catering  
Assistants

E Block

Catering Officer

Depot K IV

Asst. Cooks  
Porters

Staff Restaurants

Maids

6 Floor Ks

Catering  
Assistants

Staff Restuarant

Supervisor  
Maids

STAFFING REQUIREMENTS

24.	<u>Management</u>		
	Catering Controller	1	
	Asst. Catering Controller	1	
	Personal Secretary	1	
	Clerk	1	
23.	<u>Food Production Unit</u>		
	Production Manager (Chef)	1	
	Asst. Production Manager (Chefs)	2	
	Cook Operators	6	
	Platers	7	
	Sealers	8	
	Trayers	4	
	Freezers	1	
26.	<u>Butchery</u>		
	Butcher	1	
	Asst. Butchers	2	
	Porter Handyman	1	
27.	<u>Pastry</u>		
	Pastry Chef	1	
	Asst. Pastry Cooks	2	
	Maid	1	
	Porter	1	
28.	<u>Vegetables</u>		
	Potato & Vegetable Maids	4	
	(depending on degree of preparation required but could be 8)		
	For Stores Control no assessment is made.		
29.	<u>Depot Kitchens</u>		
	Catering Officers	5	
	Asst. Catering Officer	2	
	Clerk	1	
	Cooks & Asst. Cooks	11	
	Porters	9	
30.	<u>Floor Kitchens</u>		
	Catering Assistants	86	
31.	<u>Staff Restaurants</u>		
	Supervisors	5	
	Maids (full time)	26	(998 hrs)
	Maids (part time)	4	
	TOTAL	194	
	The above is based generally on a 40 hour week not allowing for sickness and holidays. This might increase the total number to maintain a service to possibly 220 or more.		
32.	<u>Crockery Washing</u>		
	Operators (dependant on use of Disposables) possibly	8	

DEPOT KITCHENS

There will be four depot kitchens supporting the floor finishing kitchens and staff restaurants (dining rooms).

33. Depot Kitchen I (sited in A Block)

Supports

	B/Fasts	Dinners	Suppers
5 Floor kitchens dealing with	-	360	360
1 Staff restaurant having	350	1000	350
		(revised figures Jan '66)	

34. Depot Kitchen II (sited in C Block A.R.I.)

Supports

19 Floor kitchens dealing with 709 patients' dinners & suppers  
No staff restaurant

35. Depot Kitchen III (sited in D Block Maternity)

Supports

	B/Fasts	Dinners	Suppers
2 Floor kitchens dealing with	-	102	102
1 Staff restaurant having	50	150	50

36. Depot Kitchen IV (sited in E Block Children's)

Supports

6 Floor kitchens dealing with	200	200
1 Staff restaurant having	70	200
		70

The work for Depot Kitchen I has been carefully analysed and the staff recommended is based on the work being generally as stated in page 3 of the Report (Notes Aug.1965). For the other Depot kitchens the establishments are based on a proportionate assessment taking into consideration the greater or lesser work for patients and staff such as the increased number of finishing kitchen deliveries from Depot Kitchen II.

	D.K.1	D.K.2.	D.K.3.	D.K.4		Tota
Catering Officer	1	1	1	1	1 Relief	5
Asst. C. Officer	1	1				2
Clerk	1 (37½)					
Cooks/Asst.Cooks	4 (150)	2+Relief (105)	1+Relief (53)	2 (75)		11
Porters	3 (129)	2 (86)	1+Relief (52)	1+Relief (55)		9

N.B. Figures in brackets are weekly hours worked

FLOOR FINISHING KITCHENS

38. The four Depot Kitchens support 28 Floor Finishing Kitchens, which may be grouped as follows:

7	with about	30	patients
11	"	"	40
6	"	"	60
2	"	"	70
2	"	"	90

In assessing the staff required a detailed analysis has been made of the work involved in providing a catering service from 8.30 a.m. breakfast to 9.00 p.m. late evening beverage in each of the different sizes of floor kitchens. The recommendations are as follows:-

39. 40 PATIENT FLOOR WARDS

There are eleven ward floors with approximately 40 patients:-

One	of 39 patients
Eight	of 40 "
One	of 42 "
One	of 43 "

Shifts

It is suggested that two shifts are worked -

7.15 a.m. to 3.15 p.m.	=	8 hrs less 1 hr for meals	=	7 hrs
12.15 p.m. to 9.15 p.m.	=	9 hrs less 1 hr for meals	=	8 hrs

Therefore the early shift works a 35 hr week  
" " late " " " 40 hr "

In this size of floor the Ward Orderly will be expected to help on service at breakfast and supper for about 1 - 1½ hours per day.

STAFF RESTAURANTS

40.

There are 3 Staff Restaurants:

A Block	1000	midday meals	350	breakfasts	350	suppers (high teas)
D "	150	"	"	50	"	50
E "	200	"	"	70	"	70

The work to be undertaken in A Block restaurant has been carefully analysed and the staff recommended are based on a fully selective menu, a modern approach to service and that the foods will be frozen the same as for the patients, although portions may have to be increased.

	A	D	E	Total
Supervisors	3 (120)	1 (40)	1 (40)	5 (200)
General Maids F T	19)	3 (120)	4 (150)	26)
General Maids P T	4) (728)			4) (998)

N.B. The figures in brackets are the total weekly hours worked. One of the Catering Officers or Assistants will have to help with relief in D & E.

41. BLOCK A

Restaurant Numbers

Breakfast 350 (7.30-10.00 hrs)	Dinners 1000 (12.00-14.00 hrs)	High Teas & Suppers 350 (17.00-20.15 hrs)
-----------------------------------	-----------------------------------	--

In addition there will be a service of:

Early morning tea to the maids	06.30 hrs
Mid morning beverage to nurses	10.00 - 10.30 hrs
Afternoon tea all staff	15.30 - 16.30 hrs

As this is a common dining room used by all grades of staff it is at least desirable that there be a coffee room where nurses may take their mid morning beverage so that the dining room may be thoroughly cleaned once a day. There would also be general tidying after dinner and after supper.

42. Service

By 1972 the type of service which has been in vogue in North America for some years may well be accepted in Great Britain, i.e. a cafeteria with partial self service for all grades of staff, even to the extent of removing one's tray of dirty crockery and depositing it on a conveyor belt on leaving the restaurant. As will be appreciated this does have an effect on staff establishment although not as great as it would seem on the surface.

Midday

The service at midday can be organised as:

- (a) a double service counter having all items repeated on each line
- (b) one service line serving soups, meats and vegetables with a separate service line for sweets
- (c) one service line for all hot foods and a separate service line for all cold foods

Whichever system is selected the number of staff for the service will be more or less the same if an efficient service is to be ensured.

2 Supervisors  
10 Servers  
1 Assistant cook for the back bar units  
plus 1 Relief for days off

43. Beverages

Drinks served in the coffee lounge will require another server.

Table Clearing

44.

Crockery Washing

The staff for these two functions will be interchangeable and the numbers required might be less if disposables were used. However in order to make an assessment it has been assumed that

- (1) all crockery is washable
- (2) at breakfast and dinner, staff deposit their trays on a conveyor belt
- (3) The mid morning beverage, afternoon tea, high tea, supper, catering staff clear the tables.



It should be realised that when catering staff clear tables the stripping and sorting of plates is done in front of the customers in order that more plates can be carried and thus time is saved. When the customer takes his own tray to a conveyor belt this unpleasant task is not seen.

45. Cleaning

The cleaning and tidying of the restaurant would be undertaken by the servers in between services.

46. Other Meals and Refreshments

The services are much reduced and considerably less staff is required, so staffing would be organised on two shifts which overlap at midday. Even so it might still be desirable to employ four extra persons at midday for perhaps 3 hours each. It is on this basis that the establishment is recommended.

47. Staff Requirements  
(during the day)

	<u>A.M.</u>	<u>Midday</u>	<u>Evening</u>	<u>Total</u>	<u>+ Reliefs</u>
Supervisors	1	2	1	2	1
Servers	3	10*	3	6	2+2 days
Strippers )	3	7	4	7	3-1 day
Machine Operators)					

\*includes 4 part timers

Saturday and Sunday there would be less midday meals therefore no reliefs required for part timers.

<u>Early Shift</u>	07.00-14.30 = $7\frac{1}{2}$ hrs less $\frac{1}{2}$ hr dinner	= 7 hrs daily
<u>Late Shift</u>	11.45-20.30 = $8\frac{3}{4}$ " " 1 " " & tea	= $7\frac{3}{4}$ " "
<u>Midday Extras</u>	11.30-14.30	net = 3 " "
<u>Night Staff</u>	2 are required for 7 nights	

Full time day shifts average 7 hrs 22 mins.

Staff required are:

3 Supervisors	40 hr week 7 day	There is an overlap and the day Supervisor does general indenting etc.
19 General maids	$37\frac{1}{2}$ hr week	
4 Part time maids	15 hr week	

48. Man Hours

Supervisors	120 hours
Ancillary Staff General	727 "

N.B. The Assistant Cook is on kitchen staff establishment

49.

PATIENTS CROCKERY

If there are to be cups, saucers, cutlery and small plates to be washed centrally Blocks B & C will require a wash room and equipment. The actual washing operation will also require 2 operators working in shifts plus a relief. This is equivalent to 120 hours.

Block D and Block E would not require extra machinery as the operation could be integrated with the staff crockery washing. However it is considered that the establishment in each case should be increased by  $1\frac{1}{2}$  staff say 60 hours per week each Block.

In the case of A Block it might be possible to use the same equipment as that for the staff crockery but careful planning and strict adherence to time schedules would be essential. The staff should be increased by 2, say 80 hours.

The above estimates are based on not requiring staff for the collection and delivery of crockery from and to the floors. If this has to be done further staff (porters) are required.

	A	B & C	D	E	Total
Maids	2	3	$1\frac{1}{2}$	$1\frac{1}{2}$	8
Hours	80	120	60	60	320

D I N N E RDAY 1.

	Made in	From	
	Floor K	Depot K	
	Fresh	Frozen	Fresh
Fruit Juice	✓		
Cream of Cauliflower Soup	A.D.		
Braised Chops		✓	
Cheese & Rice Souffle		✓	
Baked Fillet Cod & Parsley Sauce		✓	
Luncheon Meat			Tin
Salad			✓
Vichy Carrots		✓	
Braised Celery		✓	
Potatoes - Saute		✓	
Potatoes - Creamed		✓	
Eve's Pudding & Custard		✓	
Fruit Jelly		✓	
Tapioca Pudding		✓	
Dessert Fruit			✓
Cheese & Biscuits			✓

S U P P E R

Clear Soup	A.D.		
Fried Fish Fingers		✓	
Beef Burgers & Fried Onions		✓	
Braised Veal		✓	
Cheese Salad			✓
Spaghetti in Tomato Sauce		✓	
Creamed Potatoes		✓	
Parmentier Potatoes		✓	
Fruit Fool		✓	
Cheese & Biscuits			✓

D I N N E R

DAY 2.

Fruit Juice  
Asparagus Soup  
Steak & Kidney Pie  
Poached Chicken  
in Cream Sauce  
Grilled Whiting  
& Lemon  
Corned Beef  
Salad  
Cabbage  
Mixed Vegetables  
Potatoes - Boiled  
Potatoes - Creamed  
Cabinet Pudding  
& Cream  
Stewed Rhubarb  
& Custard  
Semolina Pudding  
Cheese & Biscuits

	Made in Floor K	From Depot K	
	Fresh	Frozen	Fresh
	✓		
A.D.			
		✓	
		✓	
		✓	
	✓	✓	
			Tin
		✓	
		✓	
		✓	
		✓	
	✓	✓	
		✓	✓
		✓	
		✓	
			✓
A.D.			
		✓	
		✓	
		✓	
		✓	
			✓
		✓	
		✓	
		✓	
		✓	
			✓
			✓

S U P P E R

Kidney Soup  
Grilled Beef Sausages  
Spaghetti Bolognaise  
Fish Kedgeree  
Stuffed Pork Roll  
Salad  
Vichy Carrots  
Potatoes - Boiled  
Potatoes - Creamed  
Pear Conde  
Cheese & Biscuits  
Dessert Fruit

D I N N E RDAY 3

	Made in Floor K	From Depot K	
	Fresh	Frozen	Fresh
Fruit Juice	✓		
Onion Soup	A.D.		
Curried Beef & Rice		✓ ✓	
Roast Lamb Mint Sauce	A.D.	✓	✓
Poached Cod Steak & Cream Sauce		✓	
Gala Pie			✓
Salad			✓
Butter Beans		✓	
Cauliflower & White Sauce		✓ ✓	
Potatoes - Roast		✓	
Potatoes - Creamed		✓	
Gooseberry Crumble & Custard		✓ ✓	
Lemon Mousse		✓	
Rice Pudding		✓	
Dessert Fruit			✓
Cheese & Biscuits			✓
<u>S U P P E R</u>			
Mushroom Soup	A.D.		
Cheese Croquettes		✓	
Hot Boiled Ham & Tomatoes		✓ ✓	
Minced Beef Slice		✓	
Sardines			Tin
Salad			✓
Brussel Sprouts		✓	
Potatoes - Saute		✓	
Potatoes - Creamed		✓	
Prunes & Custard		✓	✓
Icecream		✓	
Cheese & Biscuits			✓

D I N N E RDAY 4

Fruit Juice  
 Clear Vegetable Soup  
 Poached Ling  
     & Parsley Sauce  
 Boiled Beef  
     & Dumplings  
 Poached Egg  
     Mornay  
 Cheese Salad  
 Peas  
 Parsnip  
 Potatoes - Chipped  
 Potatoes - Creamed  
 Baked Apples  
     & Custard  
 Trifle  
 Macaroni Pudding  
 Dessert Fruit  
 Cheese & Biscuits

	Made in Floor K	From Frozen	Fresh
	✓		
A.D.			
		✓	
		✓	
		✓	
		✓	
		✓	
			✓
		✓	
		✓	
		✓	
		✓	
		✓	
			✓
			✓

S U P P E R

Celery Soup  
 Scotch Egg  
 Chicken & Ham  
     Vol au Vent  
 Macaroni Cheese  
 Luncheon Meat  
 Salad  
 Grilled Tomatoes  
 Potatoes - Creamed  
 Potatoes - Croquette  
 Prunes  
     & Custard  
 Icecream  
 Cheese & Biscuits

A.D.			
		✓	
		✓	
		✓	
		✓	
			Tin
			✓
		✓	
		✓	
		✓	
		✓	✓
		✓	
		✓	
			✓

D I N N E RDAY 5

	Made in Floor K	From Depdt K	
	Fresh	Frozen	Fresh
Fruit Juice	✓		
Green Pea Soup	A.D.		
Braised Ham & Brown Sauce		✓ ✓	
Irish Stew		✓	
Grilled Fillet Cod & Tomatoes		✓ ✓	
Egg Salad			✓
Mixed Vegetables		✓	
Cabbage		✓	
Potatoes - Duchesse		✓	
Potatoes - Boiled		✓	
Steamed Chocolate Sponge & Chocolate Sauce		✓ ✓	
Stewed Apricots & Custard	Tin	✓	
Tapioca Pudding		✓	
Dessert Fruit			✓
Cheese & Biscuits			✓

S U P P E R

Mulligatawny Soup	A.D.		
Cheese Custard		✓	
Cornish Pastie		✓	
Grilled Sausage & Fried Onions		✓ ✓	
Jellied Veal			Tin
Salad			✓
Peas		✓	
Potatoes - Chipped		✓	
Potatoes - Creamed		✓	
Stewed Apples & Custard		✓ ✓	
Neopolitan Icecream		✓	
Cheese & Biscuits			✓

D I N N E R

DAY 6

Fruit Juice  
 Cream of Tomato Soup  
 Roast Beef & Yorkshire Pudding  
 Roast Chicken Stuffing  
     Bread Sauce  
 Cold Ox Tongue  
 Salad  
 Cauliflower & Sauce  
 Green Beans  
 Potatoes - Roast  
 Potatoes - Creamed  
 Peaches &  
     Cream  
 Rice Pudding  
 Dessert Fruit  
 Cheese & Biscuits

	Made in	From	
	Floor K	Depot K	
	Fresh	Frozen	Fresh
	✓		
A.D.			
		✓	
		✓	
		✓	
			Tin
			✓
		✓	
		✓	
		✓	
			Tin
Tin			
		✓	
			✓
			✓

S U P P E R

Scotch Broth  
 Saute of Kidney  
 Baked Hake  
     & Mushroom Sauce  
 Corned Beef  
 Salad  
 Grilled Tomatoes  
 Potatoes - Lyonnaise  
 Potatoes - Creamed  
 Caramel Custard  
 Dessert Fruit  
 Cheese & Biscuits

A.D.			
		✓	
		✓	
		✓	
			Tin
			✓
	✓	✓	
		✓	
		✓	
		✓	
			✓
			✓



# D I N N E R

DAY 7

Fruit Juice  
 Chicken Noodle Soup  
 Fried Liver  
 & Grilled Bacon  
 Casserole of Lamb  
 Poached Halibut  
 & Sauce Duglere  
 Luncheon Tongue  
 Salad  
 Broad Beans  
 Sauce  
 Diced Carrots  
 Potatoes - Duchesse  
 Potatoes - Creamed  
 Mincemeat Slice  
 Stewed Greengages  
 & Custard  
 Semolina Pudding  
 Dessert Fruit  
 Cheese & Biscuits

Made in Floor K		From Depot K	
	Fresh	Frozen	Fresh
	✓		
A.D.			
		✓	
		✓	
		✓	
		✓	
			Tin
			✓
		✓	
		✓	
		✓	
		✓	
		✓	
		✓	✓
		✓	
		✓	
			✓
			✓

# S U P P E R

Vegetable Soup  
 Roast Pork  
 & Apple Sauce  
 Fried Egg & Chips  
 Shepherds Pie  
 & Tomato  
 Cabbage  
 Potatoes - Chipped  
 Potatoes - Boiled  
 Pineapple  
 & Custard  
 Jelly & Blancmange  
 Cheese & Biscuits

A.D.			
		✓	
		✓	
	✓		
		✓	
		✓	
		✓	
		✓	
			Tin
		✓	
		✓	
			✓



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