

Meal Tray Setting Guidelines

Nutrition and Food Services

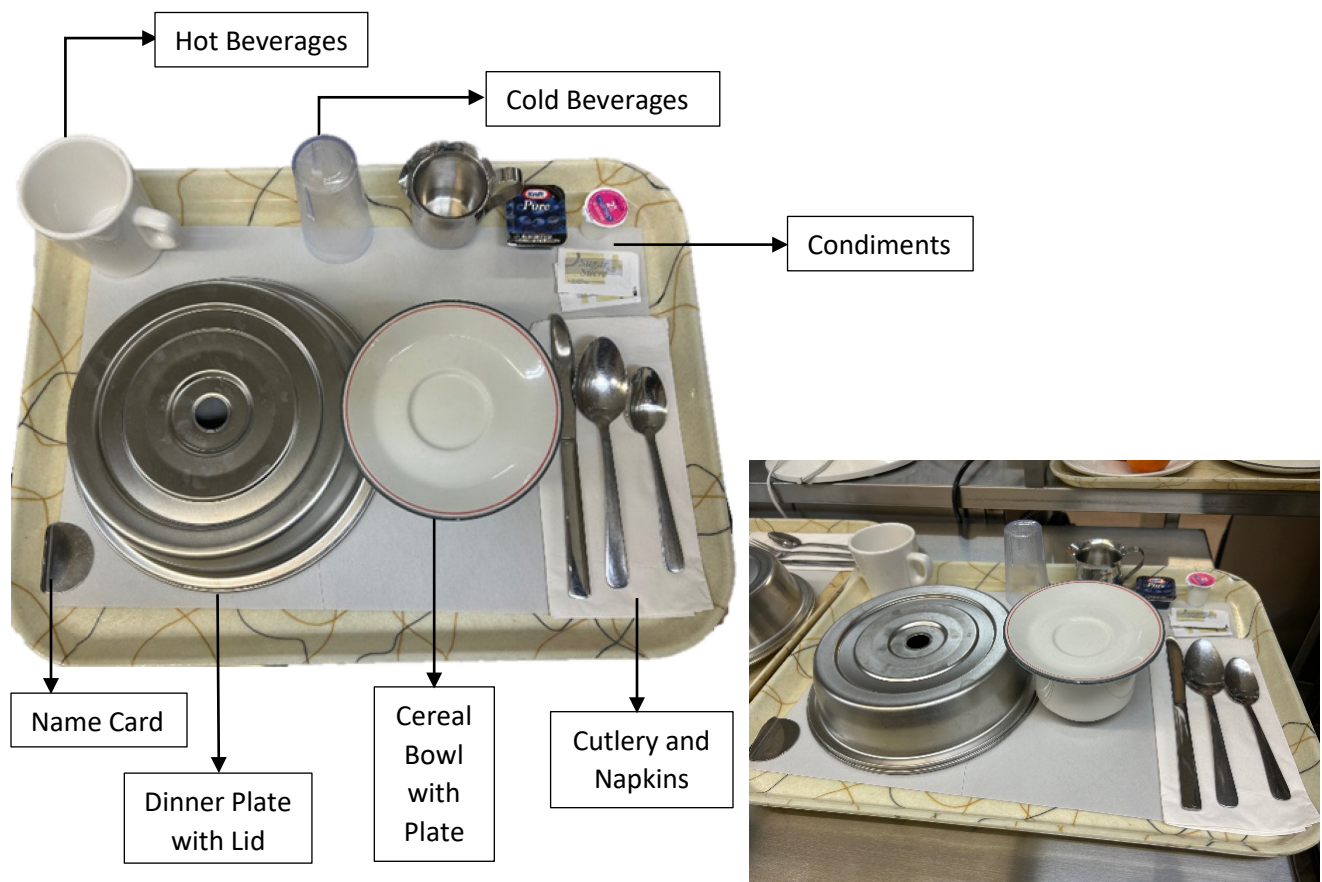
Simple and organized meal tray set ups helps to present meals in an appealing way, improving patient’s and resident’s meal time experience. A well-arranged consistent meal tray is important for:

- Patients and residents, especially individuals with vision and/or cognitive impairment.
- Nutrition and food services staff to ensure accuracy during tray assembly, and to increase ease, speed and efficiency of serving.

Guidelines for arranging food, beverages, condiments and cutlery on meal trays

Breakfast:

- | | |
|--------------------------------|---------------------------------------------------------|
| Condiments | – Top right on the tray |
| Cutlery and Napkins | – Bottom right on the tray (right below the condiments) |
| Hot beverages | – Top left on the tray |
| Dinner Plate with Lid | – Bottom left on tray |
| Cereal Bowl with Plate | – Between the dinner plate and the cutlery |
| Cold Beverages | – Between the hot beverages and the condiments |
| Patient’s/Resident’s Name Card | – Bottom left corner on the tray |

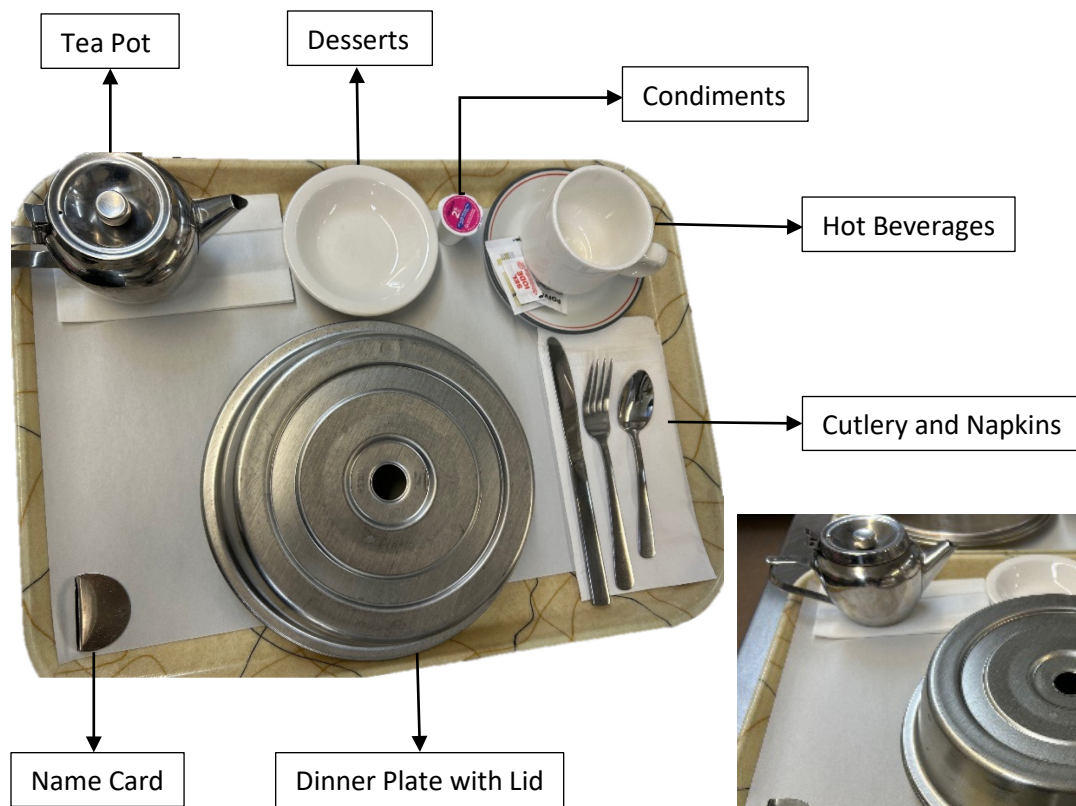


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Lunch:

- | | |
|--------------------------------|--------------------------------------------------------|
| Hot Beverages | – Top right on the tray |
| Cutlery and Napkins | – Bottom right on the tray (right below hot beverages) |
| Condiments | – Beside the hot beverages (on the left side) |
| Tea Pot with Napkins | – Top left on the tray |
| Dessert | – Between the tea pot and the condiments |
| Dinner Plate with Lid | – Bottom left on tray |
| Soup Bowl with Plate* | – Between the dinner plate and the cutlery |
| Cold Beverages* | – Between the hot beverages and the condiments |
| Patient's/Resident's Name Card | – Bottom left corner on the tray |



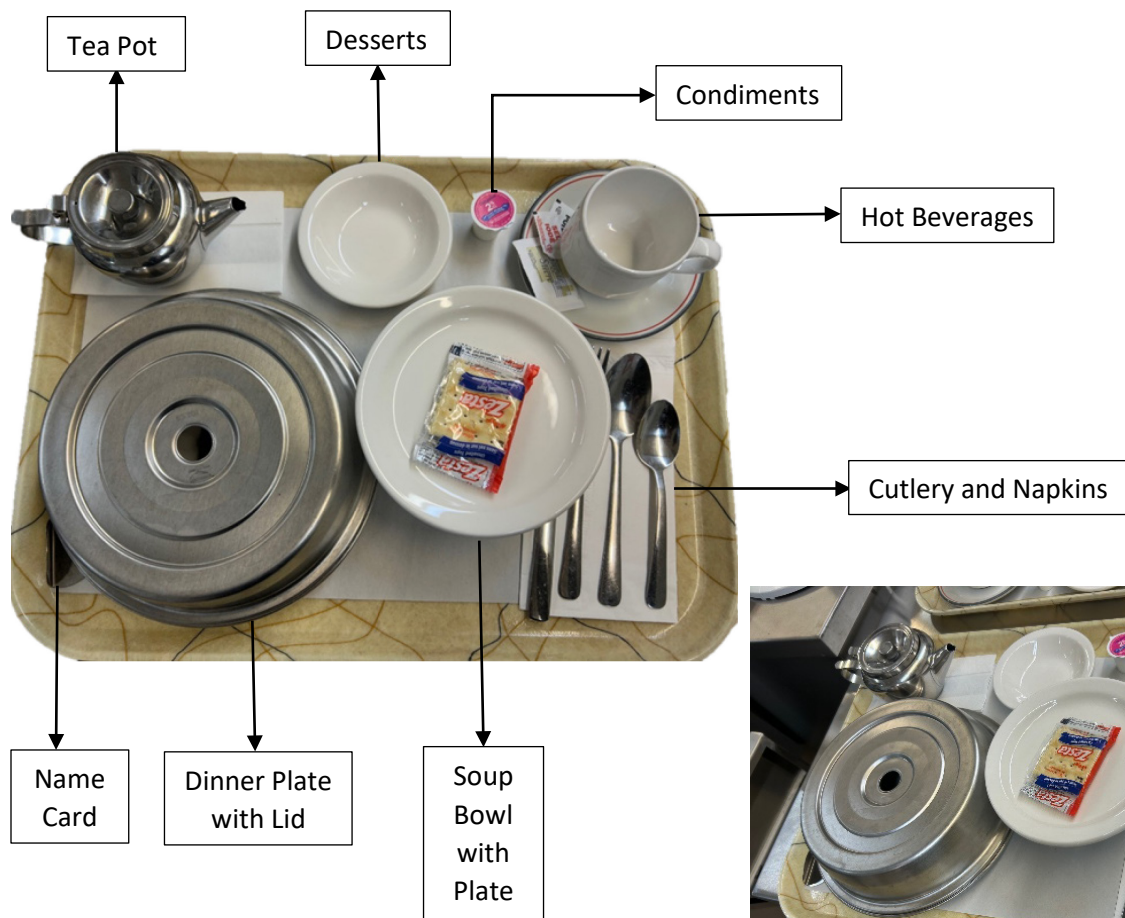
*when soup or cold beverages are served

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Supper:

- Hot Beverages – Top right on the tray
- Cutlery and Napkins – Bottom right on the tray (right below hot beverages)
- Condiments – Beside the hot beverages (on the left side)
- Tea Pot with Napkins – Top left on the tray
- Dessert – Between the tea pot and the condiments
- Dinner Plate with Lid – Bottom left on tray
- Soup Bowl with Plate* – Between the dinner plate and the cutlery
- Cold Beverages* – Between the hot beverages and the condiments
- Patient's/Resident's Name Card – Bottom left corner on the tray



*when soup or cold beverages are served