



DIETARY AND FOOD PREPARATION GUIDELINES

CADETS ARTS & ENTERTAINMENT, INC.

During the fast-paced and long days at The Cadets it is important to remember that we need to give participants, volunteers, and staff the fuel needed to keep going. Therefore, meal and snack planning becomes very important. This guide is for use by The Cadets staff and volunteers providing meals.

Introduction

The Cadets participants, volunteers, and staff tend to be a diverse population. There are many standard dietary restrictions that The Cadets strives to accommodate. This is The Cadets standard list of Dietary Restrictions:

- I Eat Everything (no restrictions)
- Pescatarian
- Lacto-Ovo Vegetarian
- Vegan
- Diabetic
- No Pork
- No Red Meat
- Lactose Free
- Gluten Free
- Peanut Allergy
- All Nut Allergy
- Shell-Fish Allergy
- Other (please specify)

This is not a fully comprehensive list of all dietary restrictions but just those that are most common and that The Cadets is able to reasonably accommodate. When in doubt, always ask questions. This document serves as a guide for how to handle the above dietary restrictions to make easier everyone's responsibilities.

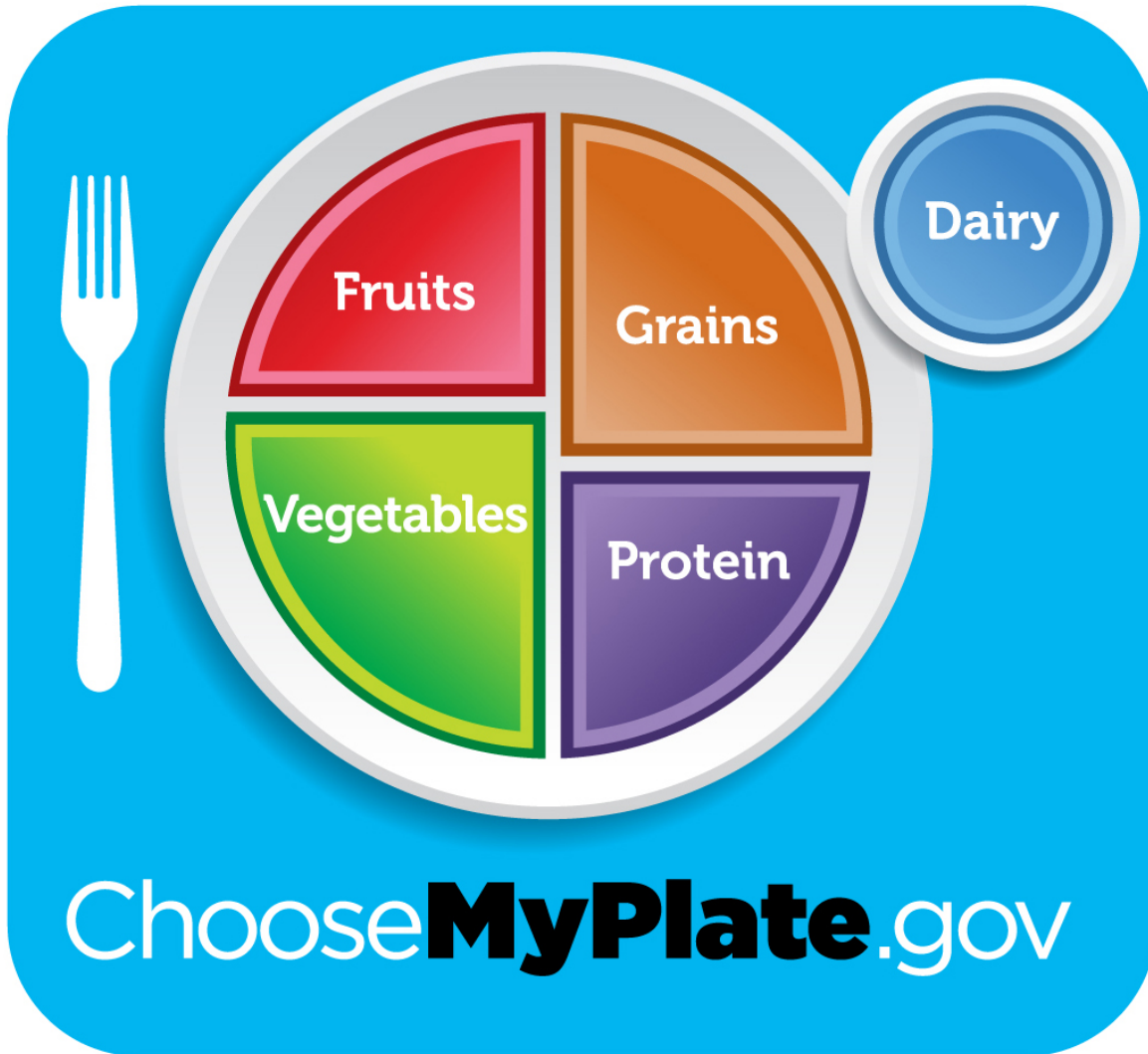
General Expectations

Well-Balanced Meals

As with all aspects of life balance, composition is key to working with all meals. Many meals at The Cadets are buffet/cafeteria style where individuals are able to select items that are best suited to their dietary needs and preferences. It is important to remember that meals should be well-balanced and plentiful. Each meal for every person, regardless of dietary restrictions, should be composed of at least:

- Protein
- Fats
- Carbohydrates

All meals should have well-balanced portions and as many food groups as possible, while taking into account dietary restrictions. The Cadets standard is to use the USDA Food Guide Dinner Plate with the food groups of Fruits, Vegetables, Grains, Proteins, and Dairy.



With dietary restrictions it is sometimes more difficult to ensure a well-balanced meal but it is possible with diligence and some creativity.

Junk food, soda, fast food, candy, and non-healthy snacks should be kept to a MINIMUM.

Appropriate Labeling

It is important to ensure that all the items/dishes at every meal are labeled and ingredients and dietary restrictions are noted. Therefore, ingredients and dietary restriction labeling becomes very important. For each meal item the following information should be found for every item on the menu:

- Name of Item/Dish (e.g. Green Beans Almandine)
- Ingredients (e.g. Green beans, butter, almonds, salt, basil)
- Dietary Restrictions (e.g. Vegetarian, Contains Nuts and Dairy)

For The Cadets, simply prepared, wholesome, common foods are best.

Timing of Meals and Snacks

An afternoon snack must be provided if there are more than five hours between lunch and dinner. For example, if lunch ends at 1pm and dinner is not until 6:30pm, an afternoon snack is needed. If lunch ends at 1pm and dinner is at 6pm, an afternoon snack is optional. A substantial night time snack must be provided so corps members are not going to sleep hungry.

Beverages

Gatorade and water should be available at all meals as much as possible. Water should always be an available option, and if there is only one beverage provided at a meal, it needs to be water. High sugar drinks such as lemonade, sweet tea, kool-aid, and the like should be kept to a minimum. Instead use assorted flavors of Gatorade or other similar sport drinks.

Snacks

All snacks should be as healthy as possible. Healthy and affordable afternoon snacks might include granola bars or protein bars, pretzels, cheese sticks, vegetable sticks, apples, water.

The night time snack for drum corps is really the fourth meal of the day and should follow the USDA Food Guide Dinner Plate standards.

Junk food, soda, fast food, candy, and non-healthy snacks should be kept to a MINIMUM.

Menu Review

One easy way to avoid problems is to review all the planned menus in advance. Reviewing the detail of every menu and all items will allow staff and volunteers the ability to identify any issues (i.e. unbalanced meals, lack of variety, lack of dietary restriction accommodation, etc.) before they occur.

Training of Food Service Personnel

The Cadets leadership team responsible for food and beverage service should receive training on this guide during the planning phase of any program, so everyone involved with food and beverage service has a common understanding of expectations and terminology. Additionally, lead cooks and lead food service volunteers will need to complete ServSafe training effective for each spring training and tour season at servsafe.com.

Personnel Health

Any person, who is infected with a communicable disease, is experiencing fever, sore throat, orgastro intestinal symptoms, has vomiting, abdominal cramps, nausea, or diarrhea must NOT work in foodservice until the person is completely free from symptoms. Sores or cuts on employee hands must have a watertight cover such as a finger cot that protects the lesion, and must wear a single use glove.

Communication Systems

It is always The Cadets preference for individuals to eat from the buffet line as much as possible. This allows for greater efficiency of meal service. However, sometimes it may be necessary for individual plates to be made for specific people. In this case, a communication system for how the special plates are to get to the appropriate people should be worked out in advance with The Cadets food and beverage team, and the individuals with the dietary restrictions who need the special plates. Tools to use to facilitate this process may include a brief meeting of all involved, excel spreadsheets, color coded stickers/nametags/tickets or other identifiers for both people and plates.

Food Preparation

Wear an Apron. Clean clothing and an apron are required when preparing food.

Wash your hands before and after preparing food. To wash your hands properly, rinse them under running water. Add soap, and lather for 30 seconds. Make sure to get under your nails and between your fingers. Rinse your hands under running water, and pat them dry with a clean towel. No jewelry on the arms or hands should be worn with the exception of a plain wedding band.

Refrigerate raw meat, fish, and dairy. These are temperature-sensitive foods that are prone to bacteria and spoilage. Always keep meat, fish, and dairy in the refrigerator if you're going to use them within a few days, or in the freezer for longer storage. Transfer meat and fish to air-tight containers or freezer bags before storing to keep them fresh for longer. This will also prevent the spread of bacteria to other foods.

Refrigerate leftovers right away. Leftover food is great for snacks, but it must be refrigerated immediately to prevent bacterial growth. As soon as the food stops steaming, transfer it to an airtight container and put it in the refrigerator

or freezer.

Reheat food properly. Because bacteria can grow on foods that are the right temperature, it's important to reheat leftovers to at least 165 F (74 C) before eating them. This will kill any bacteria that could cause food poisoning. The easiest and most effective way to determine the temperature of food is with a food thermometer.

Defrost food safely. To prevent bacteria from growing on foods that have been frozen, you must defrost foods properly as well. Thawing foods on the counter at room temperature is not advisable, as bacteria will quickly grow. Safe ways to defrost foods include:

- In the refrigerator over the course of 24 hours
- In the microwave using the defrost setting
- In a bath of cold water, where the water is changed every 30 minutes

Be careful with mayonnaise. Because mayonnaise is perishable, it must stay below 40° F. The ideal temperatures for bacterial growth are between 40° F and 140° F, also known as the "Danger Zone." Refrigerating foods below 40° F will slow their growth. Commercial mayo and salad dressings made with pasteurized ingredients contain salt and acid, which slows bacteria growth. When mayo-based salads (chicken, tuna or egg salad) are not refrigerated it is usually not the mayo, but the chicken, eggs or tuna that poses the risk. Dishes made with mayonnaise must always be kept below 40° F.

Make sure perishable foods are kept below 40° F. Keep them in a fridge or clean insulated cooler with plenty of ice, ice packs or chemical cold packs. After use, return the perishable food item to the fridge or cooler immediately. Throw out perishable foods that have been left out for more than two hours. Try to always return foods to the cooler immediately after use.

Cook meat properly. Do not forget to use a meat thermometer. Cook burgers to at least 160°, chicken breasts to 170°, legs and thighs to 180°. Pork should be cooked to 160° F and heat hot dogs to 165°.

Provide hand sanitizer or a hand washing station at the beginning of the buffet line.

Kitchen Cleanliness

Each kitchen used by The Cadets (school kitchens, food trucks, etc.) must be kept clean to restaurant standard given the number of meals being prepared daily. Below is the cleaning checklist to follow.

Throughout the Day

- Wiping down the grill between cooking red meat, poultry and fish
- Wiping down prep areas between tasks
- Switching cutting boards in between tasks
- Sanitize food contact surfaces at least every four (4) hours
- Changing sanitizing water and rags frequently
- Emptying trash bins when they're full

Daily

- Change kitchen towels and cloths
- Change foil linings of grill, range, and flattop
- Disinfect prep surfaces
- Wipe down and clean grill, range, flattop, microwave – including behind and underneath
- Wash can opener
- Wash meat slicers
- Wipe down walls wherever there are splashes
- Sweep and Mop floors
- Wash beverage dispenser spouts on coolers daily and wash and disinfect coolers completely every other day

- Disinfect waste disposal area to prevent pests and the spread of bacteria

Weekly

- Wash the exterior and interior of each garbage can
- Wash hood filters
- Wash and sanitize walk-in refrigerator
- Clean ovens, including the walls, sides, and racks
- Power wash the floor

Monthly

- Clean coffee machine
- Empty grease traps
- Wash walls and ceiling to remove grease buildup
- Clean and sanitize freezer
- Change pest traps
- Wash vent hoods

Post-Tour

- De-lime sinks and faucets
- Deep clean everything ceiling to floor
- Make any repairs or improvements
- Ensure fire extinguisher is in working order

Dietary Restrictions Definitions

I Eat Everything

This is the most common diet of participants, staff, and volunteers. There are no special dietary restrictions and the only concern is ensuring well-balanced meals consistently.

Pescatarian = Everything minus Animal Flesh

This is the practice of following a diet that includes fish, or other seafood, but no animal flesh (i.e. poultry, beef, pork, lamb, etc.). A typical pescatarian diet also includes vegetables, fruits, nuts, grains, beans, eggs, and dairy products.

Sources of protein are found with different varieties of fish and seafood, eggs, dairy products, beans and rice, and nuts in lieu of more traditional protein sources. Tofu may also be used as a source of protein.

Carbohydrate sources can typically be found in grains, vegetables, and fruits. Healthy fats will most commonly be found in fatty fishes, eggs, nuts, dairy products, and healthy oils.

Lacto-Ovo Vegetarian = Pescatarian minus Fish and Seafood

This is the practice of following a diet that does not include animal flesh, fish or seafood. A typical lactoovo diet includes vegetables, fruits, nuts, grains, beans, eggs, dairy products.

Sources of protein are found with eggs, dairy products, beans and rice, and nuts in lieu of more traditional protein sources. Tofu may also be used as a source of protein. Carbohydrate sources can typically be found in grains, vegetables, and fruits. Healthy fats will most commonly be found in eggs, nuts, dairy products and healthy oils.

Vegan = Lacto-Ovo Vegetarian minus Lacto-Ovo

This is the practice of following a diet that does not include animal flesh and the various animal byproducts (i.e. eggs, dairy products, gelatin, etc.) or fish or seafood and their various by-products (i.e. caviar, fish paste, etc.). A typical vegan diet includes vegetables, fruits, nuts, grains, beans, tofu, and other vegetable protein sources.

Sources of protein are found with nuts, tofu, beans and rice, and other vegetable proteins in lieu of more traditional protein sources. Vegan protein powders, such as soy, can be used to supplement protein intake. Carbohydrate sources can typically be found in grains, vegetables, and fruits. Healthy fats will most commonly be found in nuts, seeds, and healthy oils.

Diabetic = Everything, but Minimize Sugar

This refers to the diet that is recommended for sufferers of diabetes. The diet most often recommended is a well-balanced diet high in fiber, low in fat, and low in sugar.

No Pork = Everything minus Pork Products and Pork Byproducts

This is the practice of following a diet that does not include any pork products or pork byproducts, but other animal flesh (i.e. poultry, beef, lamb) and fish and seafood are allowed. This special dietary restriction can most easily be accommodated by ensuring there are traditional sources of protein other than pork at all meals. Beware of hot dogs and sausage products, and check ingredient labels on mixed meat products and other products (for example, gelatin can be made from pork).

Sources of protein are found with chicken, beef, turkey, fish, seafood, lamb, eggs, dairy, and/or nuts. Carbohydrate sources can typically be found in grains, vegetables, and fruits. Healthy fats will most commonly be found in eggs, nuts, and dairy products.

No Red Meat = Everything minus Red Meat and Red Meat Byproducts

This is the practice of following a diet that does not include red meat or red meat byproducts (beef, lamb) but other sources of animal flesh (i.e. turkey, pork, chicken) and fish and seafood are allowed. This special dietary restriction can be most easily be accommodated by ensuring there are traditional sources of protein other than red meat at all meals. Beware of hot dogs and other mixed meat products and check ingredient labels on these products.

Sources of protein are found with chicken, pork, turkey, fish, seafood, eggs, dairy products, and nuts. Carbohydrate sources can typically be found in grains, vegetables, and fruits. Healthy fats will most commonly be found in eggs, nuts, and dairy products.

Lactose Free = No Dairy Products

This is the practice of following a diet that does not include food that contains lactose. Sources of lactose are milk and various dairy products (cream, sour cream, cheese, yogurt, and ice-cream are the most common). This special dietary restriction can be most easily accommodated by ensuring that any food items containing lactose are properly labeled, and that there are a variety of dairy-free foods available. Note that many baked goods contain dairy products as an ingredient.

Sources of protein are found with chicken, pork, turkey, fish, seafood, red meat, eggs, and nuts. Carbohydrate sources can typically be found in grains, vegetables, and fruits. Healthy fats will most commonly be found in eggs, nuts, and healthy oils.

Gluten Free = No Wheat, Barley, Rye

This is the practice of following a diet that does not include gluten. Gluten is found in all wheat, barley, and rye products and flours. Acceptable grains and starches commonly allowed are corn, potatoes, rice, quinoa, and tapioca. Many common products typically containing gluten, such as bread, cereal, pizza, and baked goods are now being created with gluten free variants so accommodating gluten free dietary restrictions is becoming increasingly easier. Beware of hidden sources of gluten, such as soy sauce, salad dressings, and sauces and gravies.

Sources of protein are found with chicken, pork, turkey, fish, seafood red meat, eggs, dairy, and nuts. Carbohydrate sources can typically be found in corn, potatoes, rice, quinoa, beans, vegetables, and fruits. Healthy fats will most commonly be found in eggs, nuts, and dairy products.

Peanut Allergy = No Peanuts or Peanut Products/Byproducts

This is following a diet that does not include any peanuts, peanut products, or peanut byproducts. This special dietary

restriction can be most easily accommodated by ensuring any food items that may contain peanuts, peanut oil, or peanut contaminants are properly labeled. Note that peanut allergies vary greatly, so it is important to speak with the individual to understand the severity of the allergy and what precautions must be taken. In some cases, labeling items containing peanuts may suffice, in other cases the entire area may have to be completely peanut free.'

All-Nut Allergy = No Nuts of any Kind or Nut Products/Byproducts

This is following a diet that does not include any nuts, nut products, or nut byproducts. This special dietary restriction can be most easily be accommodated by ensuring any food items that may contain nuts, nut oils, or nut contaminants are properly labeled. Note that nut allergies vary greatly, so it is important to speak with the individual to understand the severity of the allergy and what precautions must be taken. In some cases, labeling items containing nuts may suffice, in other cases the entire area may have to be completely nut free.

Shell-Fish Allergy

This is following a diet that does not include shell-fish (e.g. shrimp, crab, lobster, clams, mussels, oysters and scallops). A typical shell-fish free diet will look very similar to I Eat Everything with the exception of excluding shell-fish. Note that shell-fish allergies vary greatly, so it is important to speak with the Page 8 of 8 individual to understand the severity of the allergy and what precautions must be taken. In some cases, labeling items containing shell-fish may suffice, in other cases the entire area may have to be completely shell-fish free.

Other Allergies

Individuals may note other more uncommon allergies that are not listed above. In these cases it is important to speak with the individual to understand the severity of the allergy and what precautions must be taken. When in doubt ask questions to clarify.

Multiple Dietary Restrictions

Some individuals may have multiple dietary restrictions. Use the above information to identify the ways to accommodate those individuals. When in doubt ask questions to clarify.

Cross-Contamination

When dealing with dietary restrictions and allergies, cross-contamination can be a serious problem. All food service personnel should be trained in proper meal preparation to avoid cross-contamination.

Conclusion

The Cadets primary concern when handling dietary needs is always for the safety and balanced nutrition of our program participants, staff, and volunteers. All reasonable accommodations will be made to meet everyone's dietary needs.