**Section 404.14 Support Personnel**

a) Clerical and secretarial services shall be provided to maintain correspondence, records, bookkeeping and files in current and good order.

b) A person with knowledge and experience to plan and prepare well balanced meals in accordance with published nutritional standards and the needs of the children shall be employed.

c) The institution shall have adequate support staff to assist in meal preparation, maintenance of the kitchen, and to keep food areas in a clean and sanitary condition.

d) Adequate personnel shall be provided to assure housekeeping and maintenance services in all areas at all times.