

Index as:	Revised: 02/1997
Food Handling	Revised: 04/2005
Health and Safety Inspections	Revised: 11/07
Food Service Operations	Revised: 05/11
Medical Clearance of Inmates-Food Service	

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## FOOD SERVICE OPERATIONS

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- I. **PURPOSE:** To establish procedures for Food Service Operations, responsibilities, ongoing monitoring and cleanliness of inmate workers and medical screening of inmate Food Service workers. This section will identify some specific rules of Food Service operating procedures pertaining to Cooks and Inmate Workers.
  
- II. **POLICY:** The operation of the Food Service shall be conducted in such a manner that nutritious and balanced meals are served, sanitation is practiced and cost is monitored. Cooks are to utilize Inmate Workers as much as possible. If Inmate Workers begin to disrupt the Food Service process or slow down the Food Service goal, the Cooks must immediately contact the on-duty Facility Supervisor. The on-duty Facility Supervisor shall take the appropriate steps to ensure discipline is maintained and the Food Service processes and goals are accomplished.
  
- III. **DEFINITIONS**
  - A. Food Service Cooks – Civilian supervisors that are responsible for maintaining a smooth Food Service operation on their shifts and to supervise inmate workers assigned to the Food Service.
  
  - B. Food Service Manager– The supervisor who oversees all aspects of Food Service Operations
  
  - C. Inmate Workers – Inmates that have been medically cleared from any contagious diseases or health complications and have been approved by Classification staff to be housed in Wing Three.
  
- IV. **PROCEDURE**
  - A. The Food Service Manager will monitor the Cooks and Inmate Workers to ensure good health and cleanliness standards are maintained.
  
  - B. On each shift, the Cook will monitor each inmate to ensure a high degree of good cleanliness and sanitation is maintained, equipment repairs are reported and injuries and other problems are reported to the Facility Supervisor.

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- C. Inmate Workers assigned to Food Service duties will work under the direction of the Food Service Manager and/or Food Service Cook. Inmate Workers will adhere to the established rules and not disrupt Food Service operations.

V. RESPONSIBILITIES

A. Food Service Manager:

1. Will supervise all other Cooks.
2. Will maintain a clean food preparation and eating area by supervision and scheduling of personnel.
3. Will identify the need for an appropriate number of inmate cook helpers to assist each shift Cook.
4. Will finalize and prepare menus.
  - a. Menu planning for special diets:
    - (1) Inmates preferring a vegetarian diet are required to obtain a medical opinion. Inmates do not have the constitutional right to receive vegetarian meals.
    - (2) Inmates requesting religious meals are required to cite their religion, complete an "Inmate Request Form" and forward it to the Food Service Manager.
5. Shall seek advice from facility nutritionist (the contract Dietitian) for a balanced menu.
6. Shall prepare a schedule for the cooking staff, and will maintain bi-weekly payroll records.
7. Shall keep files identifying vendors and food purchases.
8. Shall develop procedures for food preparation and meal service duties by staff and inmates.
9. Shall identify the methods, equipment and supplies to be used for transporting and serving food at safe temperatures.

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10. Will train staff in serving food to comply with sanitary standards set forth in the Health and Safety Code.
  11. Will supervise and assist food service personnel.
  12. Shall ensure that maintenance and repair needs for food service equipment and appliances are reported.
  13. Will have an emergency feeding plan and a support system for the food preparation.
  14. Shall be responsible for the formulation of standards and procedures governing the operation of all food processing at the facility.
  15. Shall enforce the standards set forth by the Corrections Standards Authority relating to food groups and minimum number of servings as the criteria used in estimating food requirements and planning menus within budgetary allowances.
  16. Shall inspect all food service areas for compliance with sanitary, safety, and housekeeping standards.
- B. Cooks:
1. Will prepare meals in accordance with the established menu.
  2. Will see that general Food Service rules and procedures are followed.
  3. Will supervise and maintain control over Inmate Workers.
    - a. If a discipline problem evolves with an Inmate Worker, which is beyond the Cook's capacity to deal with, the inmate shall be excused from the Food Service and the Cook shall do the following:
      - (1) Prepare an Incident Report outlining the problem.
      - (2) Notify the Facility Supervisor.
        - (a) The Facility Supervisor may remove the inmate from the Food Service.

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- C. Inmate Workers:
1. Shall perform satisfactorily at their job assignments and required cleaning duties as follows:
    - a. Wipe out small refrigerator daily.
    - b. Clean the stove vents and hoods once a week.
    - c. Scrub the Food Service walls once a week.
    - d. Move all tables and scrub the floor three times a day, also scrub floor under stove once a week.
    - e. Clean the oven once a week or as needed.
    - f. Wipe down all counters and food preparation areas with bleach/water solution throughout the shift, and wipe all counters before stacking clean trays on tray line.
    - g. Scrub large refrigerator floor, freezer floor and under the pallets every other day.
    - h. Scrub the floor and shelves after every meal.
    - i. Take rubber mats outside and hose them off twice a week.
    - j. Put all food supplies away as soon as they are delivered.
    - k. Make sure all dirty rags are put in bucket.
    - l. Make sure stovetop and shelves above stove are wiped off after each shift.
    - m. Make sure the can opener is run through the dishwasher after every use.

VI. RULES

- A. General Food Service Rules:
1. All meat is to be defrosted in the refrigerator.

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2. Knives and other designated tools shall be kept in the locked cabinet when not in use.
  - a. Food Service supervisors are charged with ensuring the knife cabinet remains locked when not in use.
  - b. No knives are to be used without being locked on the food prep tables or counters with the cable. Knives, locks and cables are to be returned to the locked cabinet by the supervising civilian Cook when they are no longer needed for food preparation.
  - c. All of the items in the locked cabinet shall be inventoried at both the beginning and end of each day and each inmate shift.
  - d. Cutting gloves must be worn when using knives or cleaning the slicer.
  - e. Missing items shall be immediately reported to the Facility Supervisor. Written documentation shall be provided prior to the end of shift.
3. Clean up the mess as it is made. Don't leave anything dirty for other Cooks to clean up.
4. Make sure hot food is kept hot (over 140 degrees) and cold food is kept refrigerated (under 40 degrees) until ready to serve.
5. Wash all fresh vegetables thoroughly before using.
6. All leftover food must be covered, dated, and placed in refrigerator.
7. Save food samples from every meal and put the date on the lid.
8. All Cooks and inmate workers are to wear hairnets.
9. The storerooms and walk-in refrigerator are to be kept locked.
10. Gates to food storage areas are to be locked at all times. Inmates will get supplies under supervision of the Cook on duty.

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- a. Inmates using a ladder to remove cases of canned food from top shelf shall hand down the cases one case at a time to another inmate. Inmates shall NOT attempt to climb down a ladder carrying a case of canned food.
11. Cooks shall not sit around visiting with the inmates.
12. Inmates are not to linger around the back door when a delivery truck is there unless they are assigned by competent authority to help unload the truck.
13. The back door is to be kept locked at all times. The front door shall remain closed at all times.
14. All Cooks are to make sure assigned cleaning is done.
15. For inventory purposes, write down everything that is opened.
16. Inmate workers shall not report to the Food Service until their scheduled time.
17. Clean and sanitize the bathroom three times a day. Personal hygiene must be maintained.
18. Knives, meat forks, and vegetable peelers shall be accounted for by the Cook pursuant to the above Section: Rules, Subsection: General Food Service Rules, Knives and other designated tools.
19. The work area immediately in front of the Food Service shall be kept in a clean and orderly fashion when not in use.
20. There shall not be any communications between Food Service workers, while working in the kitchen, and inmates in Building Two, laundry or inmates coming to and from programs.
21. Food shall be served only under the immediate supervision of a staff member.

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VII. MEDICAL CLEARANCE OF INMATES FOR FOOD SERVICE DUTY:

- A. The purpose of this section is to establish a written policy for inmates to be tested and medically cleared of communicable diseases, prior to their being allowed to work in any portion of the Food Service or other food service or preparation area.
- B. Inmates whose names are being submitted for medical clearance shall fall into the following criteria:
  - 1. Be a sentenced inmate.
  - 2. Must be sentenced to at least thirty (30) days.
- C. The Classification staff shall compile a list of inmate names for Food Service duty and forward it to the medical staff. After the names have been forwarded, all selected inmates shall be told they will be tested for Food Service duty.
  - 1. When the medical staff receives the results of clearances, they will compile a list of those inmates and forward it to the Classification staff.
- D. The Inmate Job Assignment Officer shall maintain a weekly roster of inmates who are cleared for Food Service duty, updating it as necessary when inmates are released.
- E. Only medically cleared inmates will work in the Food Service or in food preparation areas.

VIII. FOOD HANDLING

- A. The Head Cook, or designee, will ensure all food handlers working in Food Service will use hygienic food handling techniques, including appropriate preparation/meal service devices as designated by Food Services; for example, tongs, gloves, hairnets, ladles, etc.
- B. The Medical Staff shall establish health standards regulating the assignment of inmates to all phases of food handling. Corrections personnel and Food Service Staff shall assure that inmates assigned to food preparation and service are examined by Medical Staff and certified to be free of communicable diseases.
  - 1. A high standard of personal hygiene shall be maintained by all food handlers.
  - 2. All inmate kitchen workers shall;

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- a. Shower daily
  - b. Wear clean, washable outer garments.
  - c. Keep their hands clean.
  - d. Use appropriate serving device such as tongs, ladles, etc.
  - e. Wear gloves when serving food.
  - f. Wash Hands Frequently. Frequent hand washing is essential for maintaining food safety, hygiene and cleanliness. Inmates shall use the wash basin the Food Service area to wash their hands;
    - (1) Upon reporting to duty.
    - (2) After using toilet facilities.
    - (3) After picking up items from the floor.
    - (4) After handling garbage.
    - (5) After any other potentially unsanitary practice.
  - g. Maintain Clean Hands And Fingernails.
- C. Refusal to comply with this policy and procedure shall result in the immediate reassignment of the inmate to a job not related to food handling, and could result in the imposition of inmate disciplinary procedures.

IX. INMATE MEAL DISTRIBUTING

- A. Assigned custody personnel, in conjunction with food service personnel, will ensure inmate meal servers are both medically cleared to serve meals and they have been trained and understand the proper way to serve inmate meals.
  - 1. Meals will be served three times a days, with at least one being a hot meal.
  - 2. During the actual serving of meals, inmate meal servers will wear a Food Service furnished hair/facial nets and gloves.



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3. Plastic bags will be furnished for the food carts to receive rags used to wipe up spills: Clean rags will be made available at each meal delivery for this purpose.
4. Meal servers must change their plastic gloves when they are used for anything other than the actual serving of food.

X. FOOD SERVICES BAKERY OPERATIONS

A. Operations

1. The Food Services Bakery will operate four days a week (or more often as needed) - Monday, Tuesday, Thursday and Friday - in order to supply bread for the jail and juvenile hall.

B. Inmate Bakers

1. Two full time inmate bakers will be utilized for this operation.
  - a. Inmate bakers will be chosen from the inmate worker wing by the Inmate Job Assignment Officer with input from the Food Services Manager.
    - (1) Due to the extensive time it takes to train new bakers, prospective inmate bakers should have sentences of at least 60 days.
2. Sanitation, maintenance and safety
  - a. Inmate bakers will be responsible for the following duties:
    - (1) Clean the oven once a week or as needed;
    - (2) Wipe down all counters with bleach/water solution throughout the shift; and
    - (3) Sweep and mop the floor area around the bakery at the end of their shift.
3. Bakery utensils and yeast will be locked in the bakery locker at the end of the baker's shift.

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XI. HEALTH AND SAFETY INSPECTIONS

- A. Food service personnel will make daily health/safety inspections of all food handlers at the beginning of each shift to ensure:
  - 1. The absence of apparent illness/infection.
  - 2. The adherence to dress code, sanitation, and hygienic codes/practices.
  - 3. The kitchen workers' hands are free from cuts or scratches. The results will be documented daily in the kitchen log book.
  
- B. On a daily basis, the on duty Cook supervisor is responsible to ensure that the food service facility, and associated areas (i.e. receiving, hot cart cleaning area, etc.) and equipment, are clean and that there are no health or safety infractions.
  
- C. When a health and safety infraction is discovered, it shall immediately be the following information:
  - 1. Compliance with established daily nutritional requirements;
  - 2. Special diet requests and composition;
  - 3. Food consumption:
    - a. Number of inmate meals served daily.
    - b. Number of meals served to guests or visitors.
  - 4. Estimate of food services requirements based on population census at least thirty (30) days in advance.
  - 5. Daily records of food production and utilization/disposal; and
  - 6. Monthly, semiannual, and annual utilization records.
  - 7. Maintain a daily log of all food temperatures.
  - 8. Maintain a daily log of temperatures for the refrigerators, freezers and the dishwasher.
  
- D. Procurement of records kept of all food products purchased and utilized to compute average daily raw food cost per person per day, and the average cost per meal served will be maintained by the Business Services Manager.

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