



Food Service Manual

Effective Date November 1, 2017	Chapter 10
Amended	Operating Level Food Service Department
Supersedes FSM Chapter 10 (8/1/14)	
ACA Standards None	
Office of Primary Responsibility Director of Food Services	

Subject INVENTORY CONTROL												
<table border="0"> <tr> <td>Incarcerated Offender Access</td> <td>Public Access</td> <td>Yes <input checked="" type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> <tr> <td>Yes <input type="checkbox"/></td> <td>No <input checked="" type="checkbox"/></td> <td>Attachments</td> <td>Yes <input type="checkbox"/></td> </tr> <tr> <td></td> <td></td> <td></td> <td>No <input checked="" type="checkbox"/></td> </tr> </table>	Incarcerated Offender Access	Public Access	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Attachments	Yes <input type="checkbox"/>				No <input checked="" type="checkbox"/>
Incarcerated Offender Access	Public Access	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>									
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Attachments	Yes <input type="checkbox"/>									
			No <input checked="" type="checkbox"/>									

I. PURPOSE

This chapter of the Food Service Manual provides protocols to ensure accountability for all equipment, food, and supplies used in Department of Corrections Food Service areas.

II. COMPLIANCE

The Food Service Manual is issued with the intent to pull together information from a variety of sources such as directives, operating procedures, regulations, and other mandatory requirements and applies to all Food Service activities in facilities operated by the Department of Corrections (DOC). Contract Food Service vendors shall follow all provisions of the Food Service Manual within the specifications of their contract. This manual shall not change requirements contained in any approved directive or operating procedure, but does contain specific operational details not included in other documents. Practices and procedures shall comply with applicable State and Federal laws and regulations, ACA standards, Board of Corrections policies, and DOC directives and operating procedures.

III. DEFINITIONS

Perpetual Inventory - An inventory that reflects an accurate, running total of designated items; this inventory notes any addition to and/or removal from the designated stock.

Physical Inventory - An inventory that reflects the actual physical counting of each designated item

TMS (Total Maintenance System) - A web-based software system that provides a computerized system for managing materials and supplies inventories and a maintenance management system to schedule, track, and report maintenance work performed on DOC owned facilities, equipment, and vehicles

IV. PROCEDURE

A. Inventory and Accountability

1. Use of the TMS inventory module provides a way to track food and food supplies as well as other materials and supplies stored in the kitchen area. Daily pull sheets provide a list of items pulled from inventory for each meal. Accountability is provided through use of TMS inventory reports, regular physical counts and limited access to storage areas.
2. At facilities with an outside warehouse, the Warehouse Manager/Supervisor is responsible for receiving and verifying all food and food supplies received and stored in the warehouse. Warehouse deliveries from the institutions' warehouse to food service should include a report listing the items issued from the warehouse inventory to food service. The items listed on the report are then received into the food service inventory on TMS.
3. Perpetual inventory reports/cards will be maintained for each item or category of items. Produce, milk, and juice should be inventoried at least weekly. Those persons conducting the inventory will sign where appropriate.
4. Daily, the Food Operations Director/ Manager should use a "break out" area to set aside the food supplies to be withdrawn from the stock and should enter issuance of the supplies on the perpetual inventory records. Such items held in a "break out" room for daily or weekly issue that are not used that day nor returned to the main inventory need not be inventoried daily

5. The facility's Food Operations Director/ Manager will maintain a copy of all inventory reports.

B. Physical Inventories

1. Food, Food Supplies, and Cleaning Supplies

- a. A physical inventory will be taken of all food, food supplies, and cleaning supplies once each month in both the bulk or main storage and daily/weekly issue areas.
- b. The Food Operations Director/ Manager and an employee designated by the Facility Unit Head will perform a physical inventory. Such employee should be selected on a rotating basis and should not be an employee in the Food Service area. The Food Operations Director/ Manager and the designated staff member will sign the inventory.
- c. The monthly physical count will be reconciled to the perpetual inventory records. A [*Food Service Physical Inventory Deviation Report*](#) FSM_F6 listing any discrepancies will be forwarded to the Facility Unit Head, with a copy to the Regional Food Service Field Director for review. The Facility Unit Head should indicate, in writing, the reason for the discrepancies.
- d. Random inventories will be verified by the Regional Food Directors during the quarterly inspection.

2. Minor Equipment and Furnishings

- a. A physical inventory will be taken of minor equipment and furnishings at least once every year. A Fixed Asset Accounting and Control System (FAACS) inventory report is to be completed every year on items with a value in excess of \$2,000.00.
- b. The facility's designated inventory control employee, assisted by Food Service personnel, should conduct the inventory.
- c. The physical count will be reconciled to records listing the location of all such property maintained by the facility's inventory control officer. Copies of the completed FAACS form are to be maintained at the facility.
- d. A written report listing all discrepancies and recommendations for disposition of notable discrepancies will be prepared and submitted to the Facility Unit Head for disposition with a copy to the Regional Food Director.

3. Major Equipment

- a. Major equipment, with a current book value greater than \$5,000 will be inventoried at least once every year.
- b. The facility's designated inventory control employee, who may be assisted by Food Service personnel in conducting the inventory, should coordinate the inventory.
- c. The physical count should be reconciled to records maintained by the facility's designated inventory control employee. Copies of the completed FAACS form are to be maintained at the facility.
- d. A written report listing discrepancies and recommendations for dispositions of discrepancies should be prepared and submitted to the Facility Unit Head for disposition with a copy to the Division Field Director.
- e. The facility's designated inventory control employee should make necessary input to FAACS for resolving discrepancies.

C. Access to Storage Areas

1. Only the Food Operations Director/Manager or designated Food Service staff should have access to food storage areas.
2. The Food Operations Director/ Manager should maintain control over keys to food storage areas at all times during working hours.
3. All food service keys will be issued and controlled in compliance with Operating Procedure 430.3, *Key Control & Locking Devices*. The person designated to act in the absence of the Food Operations Director/ Manager should be issued the keys and should maintain control over the keys during working

hours.

4. All food service utensils will be issued, stored, inventoried, and locked, in accordance with Food Service Manual Chapter 9, *Control of Food Service Utensils and Equipment*.

V. REFERENCES

Food Service Manual Chapter 9, *Control of Food Service Utensils and Equipment*

Operating Procedure 430.3, *Key Control & Locking Devices*

VI. FORM CITATIONS

[*Food Service Physical Inventory Deviation Report*](#) FSM_F6

VII. REVIEW DATE

The Director of Food Services shall ensure that each Chapter of the Food Service Manual is reviewed annually and revised as necessary.

Signature Copy on File

9/7/17

Mark E. Engelke, Director of Food Services

Date