



Food Service Manual

Effective Date December 1, 2017	Chapter Chapter 13
Amended	Operating Level Food Service Department
Supersedes FSM, Chapter 13 (2/1/14)	

Subject REPORTS AND RECORD KEEPING	ACA Standards 4-4314, 4-4315, 4-4324				
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I. PURPOSE

This chapter of the Food Service Manual provides uniform standards for the maintenance of adequate records to ensure proper accountability in all Food Service operations in Department of Corrections facilities.

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

Food Production Worksheet - A document provided with each day's menu that provides direction in preparing each meal and provides space to record the number of meals served, time, and temperature of each food served

IV. PROCEDURE

A. Each facility shall maintain records in sufficient detail to document accountability in Food Service operations. A uniform system should be established to specify Food Service budgeting, purchasing and accounting practices, including but not limited to the following systems: (4-4314)

1. Food expenditure cost accounting designed to determine cost per meal per offender
2. An estimation of food and food supplies required within the facility
3. Purchases of supplies at wholesale and other favorable prices and conditions, when authorized by the Director of Food Services
4. Determination of and responsiveness to offender eating preferences
5. Storage of food (refrigerated, frozen, dry, etc.), with specific storage periods (see Food Service Manual, Chapter 6, *Sanitation and Safety*)

B. Reports and Records

1. All reports must be submitted on forms provided by or approved by the Director of Food Services.
2. Reports and records will document the name of the staff member preparing the report.
3. Each report will be written clearly and completely, providing all information necessary for review.
4. Where deficiencies are reported, explanation and/or corrective actions will be noted.
5. All Food Service records should be maintained on file for a minimum of three calendar years unless otherwise indicated.

- C. The Food Operations Director /Manager shall complete the *Management Food Cost Report* and submit it to the Regional Food Service Field Director for review and forwarding to the office of the Director of Food Services:
1. Facilities must submit by the 26th of each month, *Management Food Cost Report* FSM_F18 and *End of Month Report* FSM_F19 (if required) to the Regional Food Service Field Director who will review for accuracy, and forward to the Director of Food Services.
 2. The following supporting documents are to be attached to food cost reports from each facility:
 - a. Monthly Meal Count Sheets
 - b. Ending inventory submitted once per quarter to the Regional Food Service Field Director
 3. Food Cost Reports shall be closely reviewed and monitored so that every possible effort will be made to maintain food costs within the food service budget.
- D. The Regional Food Service Field Director shall complete a *Report of Food Service Field Visit* FSM_F20 to document inspections of facility Food Service operations.
1. The *Report* should include a listing of areas and items inspected.
 2. If inspections of any facilities or specific areas within a facility are not performed, notation is to be made that inspections were not completed with the reason why.
 3. *Report of Food Service Field Visits* should be submitted to the office of the Director of Food Services.
- E. The Food Operations Director /Manager shall complete the following reports to keep on file at the facility:
1. Training received by personnel (including offenders). Such records should include the dates, location, number of hours, sponsor, and title of training and names of persons attending. (see Food Service Manual, Chapter 2, *Food Service Personnel*)
 2. File of current medical clearance for staff and offenders. (see Food Service Manual, Chapter 2, *Food Service Personnel*)
 3. Accurate records of all meals served are maintained using the *Food Production Worksheet* forms provided with the Master Menu (see Food Service Manual, Chapter 3, *Menu Planning*) (4-4315)
 4. Copies of Offender Diet Orders and Medical Diet Logs (see Food Service Manual, Chapter 3, *Menu Planning*)
 5. Temperature readings of food storage areas (see Food Service Manual, Chapter 6, *Sanitation and Safety*)
 6. Weekly Food Operation Director/ Manager's inspection reports, including corrective actions for any deficiencies. The written inspection report should reflect:
 - a. Visitation and inspection of all Food Service areas, including storage areas (4-4324)
 - b. Sanitary conditions and safety practices observed
 - c. Verification of inventories by a random sample check
 - d. Verification that the menus are being followed
 - e. Compliance with Security procedures
 7. Sanitation inspection reports
 8. Physical inventory records (see Food Service Manual, Chapter 10, *Inventory Control*)
 9. Equipment records and annual inventory
 10. Food Costs Reports
 11. Documentation of any religious diets served (see Food Service Manual, Chapter 4, *Religious Diets/Common Fare Meals*)

12. [Daily Food Director /Manager Inspection Report](#) FSM_F27

F. Documentation for Audits

Appropriate documentation is to be maintained and updated as needed at the facility in accordance with audit requirements.

V. REFERENCES

Food Service Manual, Chapter 2, *Food Service Personnel*

Food Service Manual, Chapter 3, *Menu Planning*

Food Service Manual, Chapter 4, *Religious Diets/Common Fare Meals*

Food Service Manual, Chapter 6, *Sanitation and Safety*

Food Service Manual, Chapter 10, *Inventory Control*

VI. FORM CITATIONS

[Management Food Cost Report](#) FSM_F18

[End of Month Report](#) FSM_F19

[Report of Food Service Field Visit](#) FSM_F20

[Daily Food Director /Manager Inspection Report](#) FSM_F27

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

Mark E. Engelke, Director of Food Services

10/23/17

Date