



Virginia Department of Corrections

Facility Services and Work

Food Service Manual Chapter 14

Inmate and CCAP Probationer/Parolee Training Programs

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Signatory: Mark E. Engelke
Director of Food Services

Signature Copy on File

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Signature

Date

REVIEW

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

The content owner reviewed this operating procedure in October 2022 and determined that no changes are needed.

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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 must follow all provisions of the Food Service Manual within the specifications of their contract. This manual will 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 must comply with applicable State and Federal laws and regulations, ACA standards, and DOC directives and operating procedures.

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DEFINITIONS

Foundations Culinary Arts Program - A National Restaurant Association training program offered at select Department of Corrections facilities, is designed to equip students with the knowledge, fundamental skills, training, certifications, and expertise to be successful in the food service industry.

ServSafe® - A training program from the National Restaurant Association and accredited by the American National Standards Institute - Conference for Food Protection for food service workers to learn to implement essential food safety practices and create a culture of food safety.



PURPOSE

This chapter of the Food Service Manual provides for consistent ServSafe and Culinary Arts Training Programs throughout the Department of Corrections (DOC) that work in conjunction with the National Restaurant Association's Educational Department.

PROCEDURE

- I. ServSafe Food Protection Manager Certification
 - A. Every DOC facility is required to participate in the ServSafe initiative. Each facility will have a ServSafe Instructor/Proctor working in food service and conducting at least one ServSafe class per quarter. ServSafe is being offered to all inmates and CCAP probationers/parolees in conjunction with the Virginia Adult Re-entry Initiative to enhance food safety in all aspects.
 1. The ServSafe course book is offered in English, Spanish, Chinese, Korean, Japanese, Canadian French, and large print. It covers the nine main areas of food safety which include:
 - a. Purchasing food items
 - b. Receiving food items
 - c. Storage of food items
 - d. Preparation of food items
 - e. Cooking food
 - f. Holding food
 - g. Cooling food
 - h. Reheating food
 - i. Serving food
 - B. The facility's Food Operations Director/Manager is responsible for ensuring that ServSafe is being facilitated at their facility.
 1. The Food Operations Director/Manager will make periodic inspections of each ServSafe class and the Instructor will keep the Food Operations Director/Manager informed on class progress.
 2. The Regional Food Service Field Director will be made aware of any issues noted.
 - C. Requirements for ServSafe Instructors:
 1. Be a current DOC employee with current "Contributor" or higher evaluation.
 2. Have permission from their immediate supervisor.
 3. Work in food services or have equivalent experience and be recommended by the Food Operations Director/Manager.
 4. Be a certified ServSafe Instructor/Proctor.
 - a. New Instructors must go on the National Restaurant Association's website and take the ServSafe Instructor/Proctor exam. Upon successful completion of the exam, the Instructor must provide a copy of the "Certified ServSafe Instructor & Registered ServSafe Examination Proctor" certificate to the Regional Food Service Field Director.
 - b. Assist a current ServSafe Instructor with a minimum of two classes prior to instructing their own class.
 5. The ServSafe Instructor/Proctor must abide by the rules and regulations established by the National Restaurant Association when instructing the class and administering the exam.
 - a. These rules and regulations are reviewed online with the National Restaurant Association when the



Instructor requests to be a Proctor.

- b. Failure to do so may result in the Instructor being held accountable in accordance with Operating Procedure 135.1, *Standards of Conduct*, and may impact the Instructor's approval to conduct future classes.
6. Notify the ServSafe/Foundations Coordinator when a new class is beginning and request answer sheets two weeks prior to the class.
 7. The Instructor must provide a *ServSafe/Foundations Course Roster FSM_F24* to the ServSafe/Foundations Coordinator with the student's information prior to the class.
 - a. The student's name, VACORIS number, and projected release date must be included.
 - b. Upon completion and after receiving the test scores for each student, the Instructor must provide the "Exam Session Score Analysis" that is received from the National Restaurant Association to the ServSafe/Foundations Coordinator.
 - c. The comments section must note how many students passed and failed.
 8. Order the ServSafe tests through the National Restaurant Association website, with training provided by the Regional Food Service Field Director if necessary.
 9. Maintain copies of all of the ServSafe certifications on each student and keep these certifications for review by the Regional Food Service Field Director.
 10. The Instructor is responsible for all material pertaining to the class.
 - a. The Instructor is to retrieve the course book from the student upon the completion of the class or if the student has stopped the class.
 - b. In the event of an unexpected transfer, the Instructor will contact the facility where the student has been transferred and request that the course book be returned to the Instructor.
 - c. A record of this communication will be placed in the student's folder for documentation purposes.

D. Requirements for Students

1. Submit a written request to the facility Food Operations Director/Manager and have, at a minimum, an eighth grade education as verified by Correctional Education staff.
 2. Work or have worked in the facility's food service department and have demonstrated their abilities in Culinary Arts; work experience, and knowledge may be considered in lieu of DOC food service employment. Inmates or CCAP probationers/parolees currently employed in the food service department will have priority.
 3. Have a desire to learn and preferably have a desire to pursue a career path in the food service industry.
 4. Have a schedule that allows them to attend the ServSafe class; absences, unless excused by the medical department, may result in termination from the class.
 5. Each student must sign a *ServSafe/Foundations Book Contract FSM_F23*, committing to orderly participation in classes and taking responsibility for the ServSafe course book. If the course book is damaged, lost, or stolen, the student must pay for a replacement.
 6. Upon successful completion of all classroom exercises, the student is eligible to take the final exam.
 - a. If the student does not pass the exam, a second exam may be administered within two weeks at the discretion of the Instructor.
 - b. Additional exam attempts will cost \$38.50 and be at the student's expense.
 7. The Instructor has the final discretion of approving inmates or CCAP probationers/parolees to be enrolled in the class.
- E. Upon successfully passing the ServSafe Food Protection Manager Certification Exam, the student will



receive certification, which is valid for five years.

II. Foundations Culinary Arts Training Program

- A. The Foundations Culinary Arts Program, offered at select DOC facilities, is designed to equip the participants with the knowledge, fundamental skills, training, certifications, and expertise to be successful food service employees and managers. The program aids in the scope of empowering oneness within the facility among the staff with an enhanced menu, restaurant style service, and promoting a healing environment for all.
- B. The Director of Food Service will appoint a DOC ServSafe/Foundations Coordinator to oversee the Foundations Culinary Arts Training Program.
- C. The facility's Food Operations Director/Manager is responsible for ensuring that the Foundations Program is being facilitated at the designated facilities.
1. The Food Operations Director/Manager will make periodic inspections of each class and the Instructor will keep the Food Operations Director/Manager informed on class progress.
 2. The DOC ServSafe/Foundations Coordinator will be made aware of any issues as they arise.
- D. Food items needed for labs are to be received from the inventory of the food service department.
1. As not all food is available that is listed in the course book, substitutions can be made to work within the available inventory.
 2. The Food Operations Director/Manager or Assistant Director must approve all items being used for labs in order to control food costs.
 3. The students are allowed to taste and consume the completed labs and when possible, these items will be incorporated into the staff meals for the day in an effort to enhance the dining experience.
- E. The complete Foundations Level 1 and 2 program requires 14 months to complete.
1. Each module requires a six month instruction period with an additional month built in to allow for class cancellations and make-ups.
 2. Class is instructed weekly at a time that meets the Instructor's discretion.
- F. The course is broken into two modules that include in-class tutorial, correspondence learning, food preparation labs, and on the job training.
1. Foundations Level 1 curriculum:
 - a. Welcome to the restaurant and food service industry
 - b. Keeping Food Safe
 - c. Workplace Safety
 - d. Kitchen Essentials 1 – Understanding Standards and Recipes
 - e. Kitchen Essentials 2 – Equipment and Techniques
 - f. Stocks, Sauces, and Soups
 - g. Communication
 - h. Management Essentials
 - i. Fruits and Vegetables
 - j. Serving your Guests
 - k. Potatoes and Grains
 - l. Building a Successful Career in the Industry
 2. Foundations Level 2 curriculum:



- a. Breakfast Foods and Sandwiches
- b. Nutrition
- c. Cost Control
- d. Salads and Garnishes
- e. Purchasing and Inventory
- f. Meat, Poultry, and Seafood
- g. Marketing
- h. Desserts and Baked Goods
- i. Sustainability in the Restaurant and Foodservice Industry
- j. Global Cuisine – 1
- k. Global Cuisine – 2

G. Requirements for Instructors

1. Be a current employee with current “Contributor” or higher evaluation.
2. Work in the food service department.
3. Have the Regional Food Service Field Director or Foundations Coordinator’s approval to begin their own class.
4. Have their Supervisor’s permission to instruct the class.
5. Be a ServSafe Instructor/Proctor.
6. New Instructors must contact the Regional Food Service Field Director and request permission to train as a Foundations Instructor.
 - a. Training Requirements:
 - i. The new Instructor will be enrolled in Foundations Level 1 with the inmate or CCAP probationer/parolee population.
 - (a) Upon completion, the Instructor will take the final Foundations exam with the students and must achieve a passing score to continue teaching the program.
 - (b) The Instructor will notify the ServSafe/Foundations Coordinator and request to have a proctor available to administer the exams.
 - ii. The Instructor will continue with this process throughout the Foundations Level 2 and must pass the final exam in order to continue instructing future classes. The Instructor will notify the VADOC ServSafe/Foundations Coordinator and request to have a proctor available to administer the exams.
 - iii. Upon successful completion of both Foundations Level 1 and Level 2, the Instructor must register with the National Restaurant Association as an educator. This registration will allow the Instructor to print tests and report required information to the National Restaurant Association.
7. Notify the ServSafe/Foundations Coordinator when a new class is starting and provide a *ServSafe/Foundations Course Roster FSM_F24* with student information prior to the class, including the student’s name, VACORIS number, and projected release date.
8. Request course materials from the food service support staff located at Headquarters.
9. Notify the Records Manager or Institutional Program Manager and request that a hold be placed on the student until such time as the program has been completed or the student has been removed for disciplinary reasons.
10. Abide by the rules and regulations established by the National Restaurant Association while teaching class and administering the exam. Failure to do so may result in being held accountable in accordance



with Operating Procedure 135.1, *Standards of Conduct*, and may impact the Instructor's approval to conduct future classes.

11. Assume responsibility for all materials pertaining to the class.
 - a. The Instructor will retrieve the course book and calculator from the student upon the completion of the class or if the student has stopped the class.
 - b. In the event of an unexpected transfer, the Instructor will make contact with the facility where the student has been transferred to and request that the course book and calculator be returned to the Instructor.
 - c. A record of the communication must be placed in the student's folder for documentation purposes.
 12. Document each student's successful completion of each level of the program in a VACORIS *Facility Note*. The Food Service Director is responsible to confirm proper entries into VACORIS.
 13. The Instructor must email the final exam information to the Foundations Coordinator after each final exam is administered providing the following information: Name of the Student, VACORIS number, and exam score.
 14. Maintain copies of all chapter tests, labs, ServSafe certifications, and ServSafe/Foundations certificates on each student in individual folders, making them available for review at the request of the ServSafe/Foundations Coordinator.
- H. Requirements for Students
1. Submit a written request to the facility Food Operations Director/Manager.
 2. Work in the facility's food service department or have demonstrated their abilities in Culinary Arts.
 3. Have a desire to learn and preferably have a desire to pursue a career path in the food service industry.
 4. Must have, at a minimum, an eighth grade education level, verified by the Division of Correctional Education.
 5. Have or be in the process of obtaining ServSafe Certification.
 6. Have at least seven months remaining on their sentence.
 7. Have a schedule that allows them to attend the Foundations class; absences, unless excused by the medical department, may result in termination from the class.
 8. Each student must sign a *ServSafe/Foundations Book Contract* FSM_F23, committing to orderly participation in classes and taking responsibility for the Foundations course book and calculator. If the course book or calculator is damaged, lost or stolen, the student has to pay for a replacement.
 9. Upon successful completion of all of the chapter tests, the student is eligible to take the final exam. If the student does not pass the exam, a second exam may be administered within two weeks at the discretion of the Instructor.
 10. The Instructor has the final discretion of approving inmates or CCAP probationers/parolees to be enrolled in the class. Work experience and knowledge may be considered in lieu of food service employment.
- I. Instructors are allotted five hours total of overtime for non-exempt employees or straight time for exempt employees weekly for class instruction and class preparation. This is in addition to the employee's standard schedule of 40 hours per week and is not be adjusted off.
- J. The ServSafe/Foundations Coordinator will make periodic visits to the site to ensure that the student's files are being maintained in accordance with this operating procedure. The results of each site visit will be documented on the *Report of DOC Foundations Coordinator Field Visit* FSM_F22 and will be reviewed with the Food Operations Director/Manager and copied to the Facility Unit Head and Director

of Food Services.

REFERENCES

Operating Procedure 135.1, *Standards of Conduct*

ATTACHMENTS

None

FORM CITATIONS

Report of DOC Foundations Coordinator Field Visit FSM_F22

ServSafe/Foundations Book Contract FSM_F23

ServSafe/Foundations Course Roster FSM_F24

