



Food Service Manual

Effective Date June 1, 2017	Chapter Chapter 5
Amended	Operating Level Food Service Department
Supersedes FSM, Chapter 5 (5/1/14)	
ACA Standards 4-4158, 4-4159, 4-4317, 4-4320, 4-4326, 4-4328, 4-ACRS-4A-05; 2-CO-4C-01	
Office of Primary Responsibility Director of Food Services	

Subject FOOD PREPARATION AND SERVICE OF MEALS		
Incarcerated Offender Access Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Public Access Yes <input checked="" type="checkbox"/> No <input 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 that food preparation and the service of meals to staff and offenders meet the standards set for the Department of Corrections. (2-CO-4C-01)

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

Employee - A person who is paid by the Department of Corrections on an hourly, salaried, or contractual basis, or who is paid by another state agency or outside vendor for working in a position within DOC or in a position that supervises offenders

Foodborne Outbreak - Two or more cases of the same disease with the same exposure occurring within one incubation period of each other (VDACS)

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. Nutritionally adequate meals for staff and offenders, which take into consideration flavor, texture, temperature, appearance, and palatability shall be prepared in accordance with the Master Menu and in compliance with established safety and sanitary requirements. (4-4317) Service of meals should be designed to enhance the enjoyment of meal periods by making the meals as attractive as possible in the atmosphere of an institutional dining room.

B. Food Preparation

1. Recipes furnished by the DOC Registered Dietitian will be used for preparing items or substitutions for items on the Master Menus.
2. Food Production Worksheets, which provide food preparation instructions for cooks and Food Service personnel, should be posted daily in the kitchen. This is to ensure that sufficient quantities of foods are prepared to correspond with menu portions and the number of meals served.
3. The food preparation area includes a space for food preparation based on population size, type of food preparation, and methods of meal service. (4-4159; 4-ACRS-4A-05)

4. All employees and offenders should comply with the safety and sanitary conditions as stated in other chapters in this manual.
5. For each meal prepared a serving portion of all menu items, including Common Fare, is to be trayed up, dated, and held frozen for 7 days. After that time, the trays may be discarded if the facility Health Authority or designee has not requested a hold pending an investigation regarding the possibility of a foodborne outbreak.
6. Upon receiving a request to hold all sample food trays the Food Service staff shall review all flow of food documentation (i.e. storage, preparation cooking, cooling, etc.) and notify the Environmental Health Specialist, Regional Food Service Director, and the Director of Food Services immediately.
7. [Temperature Control Sheets](#) (FSM_F1) are to be completed for all potentially hazardous food items prepared.

C. Meal Service

1. At least three meals (including two hot meals, with the exception for Common Fare) are provided at regular meal times during a 24-hour period, with no more than 14 hours between the end of the evening meal and the beginning of the breakfast meal. Variations may be allowed based on weekend and holiday Food Service demands, provided basic nutritional goals are met. (4-4328)
2. All food should be served at the appropriate temperature to maintain quality, taste, appeal, and texture. All serving lines should be designed to provide sections for hot food and chilled food. Serving temperatures of food should be checked and recorded on the [Temperature Control Sheets](#) (FSM_F1).
3. Meals should be served under conditions that minimize regimentation, although there should be direct supervision by staff members. (4-4326)
4. All facilities should provide space for group dining, usually utilizing four, six, or eight person tables, except when security or other considerations justify otherwise. Dining space should be large enough to allow for meals to be served, affording each offender the opportunity to have at least 20 minutes of dining time for each meal. (4-4158; 4-ACRS-4A-05)
5. Plastic bowls, tumblers, or cups will be used, along with the standard plastic compartment trays. All offenders in the general population should be provided a spork.
6. Adequate supervision should ensure that meals are served in pleasant surroundings without favoritism, carelessness, or waste.
7. Food shall not be used as a disciplinary measure. (4-4320)
8. Special Housing offenders should receive the same meal and service utensils as general population unless items are abused or pose a security risk as determined on an individual basis by the facility.
 - a. Offenders on prescribed Medical Diets will remain on the diet until the order expires or the offender is removed from the diet by Health Services.
 - b. Offenders on Common Fare are expected to remain on Common Fare while in special housing. Eating from a non-Common Fare tray, other than a prescribed medical diet, is a violation of the Common Fare agreement and the offender will be subject to removal from Common Fare. An offender in Special Housing who wishes to voluntarily withdraw from Common Fare must submit a written request in accordance with Food Service Manual, Chapter 4, *Religious Diets/Common Fare Meals*.
 - c. Non-nutritive beverages may be substituted per institutional need.
 - d. With administrative approval in accordance with Operating Procedure 420.2, *Use of Restraints and Management of Offender Behavior*, alternative meal service may be provided to an offender in special housing who uses food or Food Service equipment in a manner that is hazardous to self, staff, or other offenders.

D. Meals provided to Employees, Guests, and Volunteers

1. One meal per shift may be provided without charge to on-duty employees (as defined in this Chapter), volunteers, and official visitors by Food Service Operations at each facility.
2. The Facility Unit Head may authorize additional free meals provided the meals are consumed on premises and are solely for the convenience of the Commonwealth.
3. If needed, the facility Business Office should make meal coupons available to purchase for off-duty employees and additional meals within the shift. Meal coupons shall be sold for cash only, and the revenue deposited into the General Fund in accordance with State procedures.
4. Each meal provided for employees, guests, and volunteers shall be documented by entry on a Staff Meal Log or collection of meal coupons. The Assistant Facility Unit Head and Business Manager/Fiscal Technician must review and sign off on the Staff Meal Logs to ensure accuracy. The Food Operations Director /Manager shall be responsible for maintaining documentation of such meals as required for audits.
5. All meals should be consumed on premises or on the employee's official work station, i.e. transportation or work gangs.
6. The Food Service Director, with the Warden/Superintendent approval, will design a cost effective menu from the food off the regular menu for offenders. The meals shall be prepared from the same foods in the same kitchen as for the offenders.
7. Night Shift meals will be freshly prepared each night from the staff menu.
8. Soup and salad or potato bars may be provided in addition to the regular menu.
9. Leftovers, "spot buys", and other food stuffs that are not available in sufficient quantity for the offender population may be substituted for regular menu items.
10. All facilities should offer seasonal snacks during meal times, i.e. fruit, salad etc.
11. All facilities should develop a plan to have ServSafe Certified Security or Food Service and Offenders cook the night shift meals at designated times as designated by the facility.

V. REFERENCES

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

Operating Procedure 420.2, *Use of Restraints and Management of Offender Behavior*

VI. FORM CITATIONS

[*Temperature Control Sheets*](#) FSM_F1

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

5/11/17

Date