



# Food Service Manual

<b>Effective Date</b> January 1, 2017	<b>Chapter</b> Chapter 9
<b>Amended</b>	<b>Operating Level</b> Food Service Department
<b>Supersedes</b> FSM Chapter 9 (11/1/13)	
<b>ACA Standards</b> None	
<b>Office of Primary Responsibility</b> Director of Food Services	

**Subject**  
**CONTROL OF FOOD SERVICE UTENSILS,  
EQUIPMENT, SUPPLIES, AND FOOD**

<b>Incarcerated Offender Access</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>Public Access</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <b>Attachments</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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## I. PURPOSE

This chapter of the Food Service Manual establishes uniform standards for the control of food service utensils and equipment in Food Service operations within the facilities of the Virginia Department of Corrections.

## 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

**Class A Tools** - Tools that are considered extremely hazardous to the security of a facility shall be designated as Class A tools. Class A tools shall be stored outside the security perimeter. For emergency purposes, limited Class A tools may be kept in secure control centers that are staffed 24 hours per day. In addition to the tools listed below, facilities shall identify all other tools that require the highest level of control.

- Cutting torch heads
- Bolt cutters
- Files
- Wire cutters
- Ladders (over 6 feet maximum extension)
- Knives
- Hacksaw blades
- Hooligan (Halligan) tool

**Culinary Equipment** - Any cutters or other parts that may be removed from stationary equipment and utensils used in the preparation or serving of food.

## IV. PROCEDURE

### A. Scope of Controls

1. Food Service operations offer many opportunities for theft by offenders and must be closely controlled to prevent offender abuse. All food service utensils and other cutting instruments are obvious targets of offender theft. Sugars, yeast, and other ingredients of intoxicants are greatly desired by offenders. Foods, supplies, and utensils must be constantly monitored to prevent unauthorized offender access.
2. To prevent the loss of kitchen food, supplies, and utensils, each facility must formulate and follow some plan of supervision and control of the Food Service operations. All Food Service personnel shall be given basic training in techniques for control of food, supplies, and utensils.

### B. Control of Tools and Utensils

1. Control and accountability of food service utensils shall be in accordance with Operating Procedure 430.2, *Tool, Culinary, and Medical Equipment Control*.
2. Class A tools may not be issued to or used by an offender within a facility security perimeter except under the direct and immediate supervision of a trained employee.
3. All Class A tools will be stored on a shadow board in a tool room that is located outside the facility security perimeter. All Class A tools will be shadowed in red and Class B tools, where applicable will be shadowed in black.
4. All cutting machine blades and other kitchen utensils will be stored on a shadow board, in a locked cabinet or room when not in use. Cabinets shall be securely fastened to the wall and shall be constructed to permit viewing of the contents without opening the cabinet.
5. Cutting machines with blades that are not readily removable (i.e., bread slicer, meat slicer, etc.) shall have all blades accounted for each time the kitchen officer is relieved and at the end of each work day.
6. Cutting machine blades and other kitchen utensils will be issued by using a personally identifiable chit system and/or [Daily Tool/Kitchen Utensil Report](#) 430\_F1. (see Operating Procedure 430.2, *Tool, Culinary, and Medical Equipment Control*)
7. A current inventory, signed and dated by the Chief of Security, listing all items stored in each cabinet will be posted inside the cabinet.
8. Employees responsible for the control and accountability of these items shall conduct a complete inventory at the end of each shift. Where appropriate, the relieving staff member will confirm the inventory. Any discrepancy shall be reported immediately to the Shift Commander.
9. The *Daily Kitchen Utensil Report* or other document confirming that all kitchen utensils are accounted for will be submitted to the Shift Commander at the end of each work day by the off going employee responsible for the control and accountability of such utensils.
10. When a kitchen utensil is reported lost or missing, the Chief of Security or Shift Commander shall be notified immediately.
  - a. Staff shall conduct a thorough search of the area and all offenders with access to the area.
  - b. Offenders in the area or having access to a lost or missing item will be detained until a thorough search has been completed.
11. The Chief of Security shall conduct and document a quarterly inventory of all kitchen utensils.

#### C. Control of Food and Supplies

1. All food and supplies must be stored under lock and key
2. Primary ingredients for intoxicants must be stored in a restricted manner and used under supervision.

#### V. REFERENCES

Operating Procedure 430.2, *Tool, Culinary, and Medical Equipment Control*

#### VI. FORM CITATIONS

[Daily Tool/Kitchen Utensil Report](#) 430\_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.

*The Director of Food Services reviewed this Chapter of the Food Service Manual in January 2018 and no changes are needed at this time.*

*Signature Copy on File*

*11/29/16*

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Mark E. Engelke, Director of Food Services