



Food Service Manual

Effective Date March 1, 2017	Chapter Introduction
Amended	Operating Level Food Service Department
Supersedes FSM, Introduction (3/1/14)	

Subject
INTRODUCTION

ACA Standards
None

Incarcerated Offender Access
Yes No

Public Access Yes No
Attachments Yes #2 No

Office of Primary Responsibility
Director of Food Services

I. PURPOSE

This Introduction provides the overall purpose, structure, and management guidelines for the Department of Corrections Food Service Manual.

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

None

IV. PROCEDURE

- A. Directive 501, *Food Services*, authorizes the Director of Food Services to maintain a Food Service Manual to serve as an operational guide for all Food Service operations in DOC facilities.
- B. The purpose of the Food Service Manual is to ensure consistent daily Food Service operations in all correctional facilities in which meals are prepared and/or served.
- C. 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.
 - 1. In the development of this manual, consideration has been given to standards established by the Virginia Department of Corrections, the American Correctional Association, Virginia Health Department, and to regulations adopted by the Division of Purchases and Supply.
 - 2. 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.
- D. As a procedural manual, this is an important tool in providing direction to Food Operation Directors/Managers and workers. The use of this manual will promote consistency, efficiency, and professional performance by standardizing the methods of operation in all Food Service areas.
- E. The Department of Corrections Food Service Manual will be available at each facility. Only specifically designated chapters of the Food Service Manual will be available to offenders.
- F. All Food Service staff should have a thorough understanding of the Food Service Manual and of related operating procedures. Food Service staff should ensure that offenders who work in the Food Service operations understand their respective responsibilities as outlined in the Food Service Manual.
- G. The Food Service Manual will be divided into chapters to address issues as listed in the *Table of*

Contents (see Attachment 1). Each chapter will be reviewed annually and revised as deemed necessary by the Director of Food Services.

H. Attachment 2 is provided as a *Title Page* for printed copies of the Food Service Manual.

V. REFERENCES

None

VI. FORM CITATIONS

None

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 office of primary responsibility reviewed this Chapter of the Food Service Manual in March 2018 and no changes are needed at this time.

Signature Copy on File

January 24, 2017

Mark E. Engelke, Director of Food Services