

	DEPARTMENT OF PUBLIC SAFETY CORRECTIONS ADMINISTRATION POLICY AND PROCEDURES	EFFECTIVE DATE: FEB 4 1984	POLICY NO.: COR. 09.01
		SUPERSEDES (Policy No. & Date):	
	SUBJECT: FOOD SERVICES MANAGEMENT		493.09.01 10/18/85 493.09.02 10/18/85 493.09.04 10/18/85

No. 94-22937

1.0 PURPOSES

To standardize management of all Food Service Operations within the State of Hawaii. To establish guidelines and standards to govern the Food Service Operations and to ensure that they operate in an efficient and effective manner.

2.0 REFERENCES

- a. Food Service Manual, Federal Bureau of Prisons, U.S. Department of Justice.
- b. Food Service Manual, American Correctional Food Service Association, 1985.
- c. Sanitation Operations Manual, National Restaurant Association, 1984.
- d. Food Service Housekeeping and Sanitation Manual, Pennsylvania Department of Corrections.
- e. National Registered Dietitian Survey, Ohio Department of Rehabilitation and Correction.
- f. Standards for Adult Correctional Institutions, American Correctional Association, 3rd Edition.
- g. Food Service and Food Establishment Sanitation Code, Hawaii Department of Health.

3.0 POLICY

The Department of Public Safety Food Service Manual shall be the official operating and reference guideline used by all Correctional Facility Food Service Managers, civilian food services, staff members, and all other departmental members involved in food services. The Corrections Program Services Office shall be responsible for the development and maintenance of this manual.

COR P & PM	SUBJECT: FOOD SERVICES MANAGEMENT	POLICY NO.: COR. 09.01
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4.0 SCOPE

This policy applies to all correctional facilities.

APPROVAL RECOMMENDED:

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2/4/94

Date

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**DEPARTMENT
OF
PUBLIC SAFETY**

FOOD SERVICE MANUAL

Prepared by

Corrections Program Services Office

October, 1993

INTRODUCTION

The Department of Public Safety has been under a Consent Decree since 1985 to correct deficiencies at two correctional facilities in Environmental Health, Safety, Sanitation, and Food Service areas. Since then progress has been made in all areas of concern for compliance.

Areas of concern in Food Service cited included the lack of a nutritionist to assure the maintenance of food quality in the areas of nutritional adequacy, sanitation and palatability. The decree also pinpointed the lack of adequate training for both inmate and civilian staff, poor food temperature control, overall sanitary conditions of the kitchens, storage of food, prepared and served, special diets, record keeping, poor maintenance of food service equipment, and poor quality control in serving food.

Since 1985, increases in staff and inmate population has burdened the food service operations to serve over 8,500 meals per day throughout the state of Hawaii. The food service program has an operating budget for 1991-92 of \$7.2 million and employs 73 kitchen helpers, cooks, store room personnel, and managers. In 1990, the department hired on a full time basis, a Dietitian to assure that meals are nutritionally adequate and balanced and to oversee prescribed medical diets. A program manager in food service was also hired to administer and manage the food service program. Improvements to the program have included developing a standardized five week cycle menu used by all correctional facilities throughout the state, centralizing a large percentage of food purchases and equipment, developing an operational budget and expenditure plan and implementing housekeeping and sanitation program in all kitchens.

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I

STATEMENT OF PRINCIPLE

Chapter 1

STATEMENT OF PRINCIPLE

This Food Service Manual was prepared to standardize the management of Food Service Operations within correctional facilities. The manual will be the reference and operating guide used by all Food Service Managers, their civilian Food Service Staff members and all other personnel concerned with providing the highest possible quality food service program in their facilities.

The Food Service Program has two goals:

1. To provide inmates and staff with meals that are nutritionally adequate, properly prepared, and attractively served.
2. To provide inmates assigned to food services the opportunity to acquire skills and abilities that may assist in obtaining gainful employment after release.

II

ADMINISTRATION

Chapter 2

ADMINISTRATION

A. General

Each institutional Food Service Program shall be under the direct supervision of the Food Service Manager.

The Food Services Unit shall include a Food Service Manager and appropriate personnel required to accomplish the overall mission.

B. Food Service Manager

The Food Service Manager has seven major tasks. They are:

1. Planning, controlling, directing, and evaluating food service;
2. Managing budget resources;
3. Enforcing standards of sanitation, safety, and security;
4. Producing nutritionally adequate meals and evaluating inmate acceptance;
5. Maintain, control and safeguard the procurement of food, equipment, and supplies;
6. Determine equipment requirements;
7. Coordinate a training program for staff and inmates which ensures operational efficiency and a quality Food Service Program.

C. Work Schedule

The Food Service Manager will prepare and distribute a work schedule for all staff members. This schedule will be posted in accordance with the United Public Workers (UPW) and the Hawaii Government Employees Association (HGEA) collective bargaining agreements.

D. Staff Meetings

A Food Service staff meeting will be held at least once a month at each institution. Minute of each meeting will be recorded and forwarded to the Food Services Officer. The staff meeting format in Appendix G will be used.

E. JOB DESCRIPTIONS

A written description of the job responsibilities for each position will be on file. A job description is based on the information gathered in a job analysis. Every job description will include the following kinds of information:

- Job title and classification
- Summary of the major responsibilities of the job.
- Knowledge required: Education, training, experience
- Supervisory controls - how the work is assigned, what the employee's responsibilities are, and the work is reviewed.
- Work environment: describes the physical surroundings and safety precaution and hazards involved, and equipment to be used.
- Physical demands: describes the nature, frequency, and intensity of physical activity required by the job.

The job description is an important communication and training tool. All employees will be given a copy of their job description and copies will be on file in the Food Service Manager's office. As job duties or responsibilities change, job descriptions will be updated. All Food Service Managers will review job descriptions every two years.

F. Post Orders

Post orders governing the daily routine assignment of the various jobs within the unit will be written by the Food Service Manager and updated annually. These orders shall be placed in Appendix F of this manual.

G. Employee Training

The Food Services Officer and Food Service Manager are responsible for ensuring that an adequate employee training program is in effect within the department. Food Service personnel shall receive instructions in the principles and practices of food service sanitation and safety. Personnel shall receive this training at times and places as scheduled by the Food Services Officer. The initial course is annually or as often as necessary to ensure that all personnel are aware of their responsibilities in safe food handling practices. The Food Service Manager will maintain records of all training on file.

Other topics and programs to be formulated for training:

- Proper use and handling of detergents, chemicals and supplies
- Proper use and care of food service equipment
- Emergency First Aid
- Safety and Prevention of Accidents in the kitchen

- Fire Prevention in the kitchen, including the use of fire extinguishers
- Energy conservation practices

H. File Management

A. Food Service Records - Submission

The following reports are mandatory submissions to the central office. Originals will be sent to the Food Services Officer and copy to be kept on file. These reports will be received no later than the 15th of each month except where noted.

1. Monthly Meal Count
2. Management Control Record
3. Weekly Cost Recap
4. Food Service Work Schedule - one month before implementation
5. Food Service Staff Meeting minutes
6. Cycle menu changes - as needed or as changes occur
7. Frozen Meat Requirements - according to schedule
8. Groceries Requirements - to be determined by FSO
9. Food Temperature Reports, Form DOC 0551 - (To be sent to Health & Safety Office) Reference policy COR.07.16, Food Temperature Maintenance/Monitoring.

B. Food Service Records - Retention

The following records and reports will be maintained by the Food Service Manager and kept on file.

- | | |
|--|---------|
| 1. Five week cycle menu | 2 years |
| 2. Five week alternate entree cycle menu | 2 years |
| 3. Food Production Worksheet | 90 days |
| 4. Monthly Food Inventory | 1 year |
| 5. Food Temperature Reports | 1 year |
| 6. Program/Operational Reviews | 3 years |
| 7. Work Schedules | 2 years |
| 8. Work Requests | 1 year |
| 9. Facility Inspection Reports | 1 year |

SAFETY STANDARDS

A. Safety Techniques

Food Service personnel should be thoroughly familiar with safety standards, including fire prevention and control. Food Service Managers or their designees shall be responsible for instructing all kitchen personnel on safety techniques and for continually supervising to ensure that instructions are carried out. (ACA Standards for Adult Correctional Institution, 2-4246)

- Operating procedures should be posted near all equipment. Employees should understand these instructions fully.
- Employees should never change work procedures without discussing it first with their supervisor.
- Employees should be alerted to the fact that equipment may become defective, in which case it should be reported immediately.
- All accidents, even though they may seem insignificant, should be reported.
- Employees should be encouraged to discuss work hazards. They may have suggestions to help prevent accidents.
- Use safeguards provided. Don't take chances or shortcuts.

All kitchen personnel should be instructed in good housekeeping techniques, including safety precautions and ensuring the good housekeeping is maintained.

- Be safety conscious.
- Do not place objects in aisles, stairs or other paths of travel.
- Store materials neatly in designated places. Avoid overhanging and irregular stacking.
- Keep an orderly work area. Allow nothing to extend over edge of table, shelf, or range.
- Label all cleaning supplies clearly and store separately from food supplies.
- Dispose of bottles, trash, and scraps.
- Clean spillage from floor immediately to eliminate slipping and falling.
- Always work with hands where you can see them.

- Use proper tools that are suited to the job to avoid injury to person or object.
- Mop floor in sections leaving a dry area for traffic.
- Keep all areas, including halls and stairs, well lit.

B. Common Causes of Accidents

Accidents may occur because of unsafe methods and practices, physical environment, or employees' emotional behavior and reactions.

1. Unsafe methods and practices

Machines are not to be operated unless proper instruction has been given. Never ask another person to operate a piece of equipment unless you are sure that he has learned how to do so.

- Have guards in place at all times.
- Adjust attachments firmly. Before turning on power, inspect to see that equipment is in good working condition.
- Keep hands off moving parts.
- Do not overload a machine.
- Never leave a machine unattended while running.
- Lock switches before cleaning, oiling, and when not in use.

2. Physical environment

Gas

- Report gas leaks at once.
- Learn and use the proper method of lighting gas equipment. Have lighting equipment handy before turning on the gas. If it does not light, turn gas off. Wait a few minutes to allow accumulation of gas to escape before trying again.
- Keep burners thoroughly cleaned. Obstructions and loss of pressure may cause gas to go out.
- Avoid drafts which might cause burners to go out.

Electricity

- Report defective wiring or switches immediately. If not fixed, report again.
- Do not turn on electrical switches while standing on a wet floor.
- Pull plug, not the cord, when removing from electrical outlet.
- Clean equipment carefully, following prescribed procedure.
- Never use electrical equipment that becomes wet accidentally.

Fire

- Fire is controlled by removing any one of the three elements necessary for fire -- oxygen, heat, or fuel.

<u>Class</u>	<u>Fuel</u>	<u>Type of Extinguisher</u>	<u>What is Removed</u>
A	Wood Paper Rubbish	Soda-Acid Water, cartridge type Air pressure type	Heat
B	Grease, oil Gasoline Kerosene Frying fat Paint Oven grease	Carbon-dioxide (CO ₂) Dry powder	Oxygen
C	Electrical	Carbon-dioxide and dry powder	Oxygen and heat

Use of non-conducting extinguisher is the most important, first step.

C. Fire Prevention and Control

Fires are always dangerous and often devastating. The complex problems of fire prevention are made even more difficult in correctional facilities due to security concerns. In executing fire prevention and control, Food Service personnel will comply with Safety, Occupational Health and Fire Codes, as outlined in the Occupational Safety and Health Act (OSHA), National Fire Codes published by the National Fire Protection Association (NFPA), the ACA Standards, and the current edition of the Food Service Sanitation Manual.

All Food Service personnel share the responsibility of fire prevention.

- Smoking is strictly forbidden in warehouse areas.
- Storage of material shall not create a hazard. Bags, containers, bundles, etc., stored in tiers shall be stacked, blocked, interlocked and limited in length, so that they are stable and secure against sliding or collapsing.
- Storage areas shall be kept free from accumulation of materials that constitute hazards from tripping, fire, explosion, or pest harborage.
- Aisles and passageways shall be kept clear and in good repair with no obstruction across or in aisles that could create a hazard or hamper escape.

An adequate number of electrical outlets will be provided to avoid the use of extension cords. Extension cords or other flexible wiring may not be used as a substitute for fixed wiring. Where extension cords must be used, they shall be UL-Listed and labeled, and they may not be used in tandem.

Flexible cords shall not be run beneath carpeting or mats, through doorways, windows or similar openings, or through holes in walls, ceilings or floors. Flexible cords used for appliances, etc., shall be in continuous lengths without splices or taps.

Attachment plugs for portable tools and equipment must be constructed for rough service. Grounding blades shall not be broken or missing, and the cord shall not be frayed, worn, or spliced.

All steam lines that are within 7 feet of the floor or working surface, and with which worker may come in contact, shall be insulated or covered with a heat-resistive material.

SPECIFIC ACCIDENTS -- THEIR CAUSE AND PREVENTION

Common Accidents	Cause	Prevention
Slipping/falling	Wet floors	<ol style="list-style-type: none"> 1. Mop floor in sections. Leave dry area for traffic. 2. Keep bucket close to mopping area to avoid dripping water. 3. Walk -- don't run.
	Slippery floors	<ol style="list-style-type: none"> 1. Scrape tray waste and garbage carefully. 2. Wipe up food or grease that is spilled on floor.
	Improper shoes	<ol style="list-style-type: none"> 1. Wear tailored shoes with low heels.
	Broken floor tile	<ol style="list-style-type: none"> 1. Report loose and broken tile.
	Poor lighting	<ol style="list-style-type: none"> 1. Keep stairs and hallways well lit. 2. Use handrails. 3. Look where you are going.
	Ladders	<ol style="list-style-type: none"> 1. Inspect for safety. 2. Stand ladder firmly. 3. Never substitute ladder with crates, chairs, etc.
	Ice on walks and steps, fire escapes	<ol style="list-style-type: none"> 1. Use handrail. 2. Keep sanded or salted.
Cuts	Tin cans	<ol style="list-style-type: none"> 1. Use proper can opener to avoid jagged edge. 2. Lift lid with fork.
	Knives	<ol style="list-style-type: none"> 1. Do not carry knives in pocket. 2. Never soak knives in sink. 3. Carry knife with point down. 4. Use cutting board. 5. Store neatly in locked drawer.
	Utensil handles	<ol style="list-style-type: none"> 1. Inspect handles of all tools for cracks, splinters, defects, before using. 2. Report all defective tools to supervisor and have replaced.

Common Accidents	Cause	Prevention
	Broken glass and dishes	<ol style="list-style-type: none"> 1. Do not pick up with hands. 2. Sweep into dust pan. 3. Wrap in paper before disposal. 4. Be careful of broken dishes in sinks. 5. Discard all cracked and chipped glasses and dishes.
	Broken window panes	<ol style="list-style-type: none"> 1. Remove all broken glass from window. 2. Sweep it up.
Burns	Hot pipes	<ol style="list-style-type: none"> 1. Request that they be covered with a fire retardant.
	Coffee urns	<ol style="list-style-type: none"> 1. Be sure to steam off before removing cover. 2. Use pot holders when removing basket of hot coffee grounds. 3. Use pot holder if sugar is dissolved in pan or hot coffee. 4. Do not leave urn while filling or spraying. 5. Give warning if walking behind employee making coffee.
	Steam table and food conveyer	<ol style="list-style-type: none"> 1. Load properly to avoid spillage. 2. Use pot holders when replacing inserts of food to avoid burning fingers. 3. Covering one hand, pry insert up and lift straight up to avoid steam.
Splinters and nails	Broken chairs or tables	<ol style="list-style-type: none"> 1. Remove from service immediately. 2. Send out for repair. 3. Hammer down protruding nails.
	Crates	<ol style="list-style-type: none"> 1. Open new crates carefully. 2. Use tool to pry open. 3. Hammer down nails and wire.
	Steel wool	<ol style="list-style-type: none"> 1. Use nickel sponge in place of steel wool to avoid particles in food or hands.

Common Accidents	Cause	Prevention
Rash	Cleaning detergent	1. Wear rubber gloves.
Back injuries	Lifting	1. Get help in lifting heavy objects. 2. Lift with legs, feet under the body, so that you keep in balance. 3. Hold object firmly and close to you. 4. Do not carry pile of dishes, dish rack, etc. Use truck.
Injuries from equipment or machinery	Trucks	1. Always push -- do not pull. 2. Be sure path is clear of objects and people before pushing truck around corners. 3. Do not ride on any trucks. 4. Do not overload or have object overhanging on truck. 5. Keep hands at back of truck, not at sides. 6. Store in proper places, away from traffic lanes.
Miscellaneous	Ignoring safeguard on machinery	1. Operating instructions should be posted near all equipment. 2. Observe operating instructions. 3. Before equipment is set in motion, check that no one is close enough to be injured. 4. Use all safeguards provided. 5. Do not use any defective equipment. 6. Report any defective equipment for repair.
	Electrical machinery	1. Unplug before cleaning. 2. Do not let water get into electric switches. 3. Check all wiring and switches and report if defective. 4. Do not turn on electrical switches while standing on wet floor. 5. Pull the plug, not the cord when removing from electric outlet. 6. Tag defective equipment "Out of Order."

Fire

Smoking

1. All employees should smoke in approved areas only.
2. Provide adequate ashtrays for matches, cigarettes, and cigars.
3. Empty all ashtrays. Be sure cigarettes and cigars are out.

Rags

1. Dispose of paint rags in airtight containers immediately.
2. Dry and store cleaning rags in well ventilated spot.

Grease

1. Use available fire extinguisher.
2. Call fire department.

Defective wiring

1. Have electrical wiring checked by electrician.

Gas, explosion

Gas

1. Report any leaks.
2. Drafts may blow out flames.
3. Do not light until room has been aired out if gas fumes are noticed.

X

**INSPECTION FORMS
&
CHECKLISTS**

SANITATION CHECKLIST

SERVING LINES	YES	NO	COMMENTS																				
<p>1. Are the serving lines clean, including sneeze guards?</p> <p>2. Are staff members wearing hair nets or caps and clean dress?</p> <p>3. Are inmate servers wearing hair nets, or caps and clean dress?</p> <p>4. Are the <u>hot foods</u> served at 140°F?</p> <table style="width: 100%; border: none;"> <tr> <td style="border: none;"><u>Food Items</u></td> <td style="border: none;"><u>°F</u></td> </tr> <tr><td style="border: none;">_____</td><td style="border: none;">_____</td></tr> </table> <p>5. Are the <u>cold foods</u> served at 45°F?</p> <table style="width: 100%; border: none;"> <tr> <td style="border: none;"><u>Food Items</u></td> <td style="border: none;"><u>°F</u></td> </tr> <tr><td style="border: none;">_____</td><td style="border: none;">_____</td></tr> </table>	<u>Food Items</u>	<u>°F</u>	_____	_____	_____	_____	_____	_____	_____	_____	<u>Food Items</u>	<u>°F</u>	_____	_____	_____	_____	_____	_____	_____	_____			
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SANITATION CHECKLIST

DINING ROOM	YES	NO	COMMENTS
<ol style="list-style-type: none"> 1. Are the floors cleaned and repaired? 2. Are the tables clean? 3. Are the seats clean? 4. Are the walls clean? 5. Are the beverage areas clean? 			
KITCHEN PRODUCTION AREAS	YES	NO	COMMENTS
<ol style="list-style-type: none"> 1. Does the general appearance of the department indicate frequent cleaning? 2. Are the floors cleaned and repaired? 3. Are the walls and ceiling clean and repaired? 4. Are there any overhead pipes that might leak into food or equipment? 5. Are potentially hazardous foods meeting temperature requirements during storage, preparation, display, service, and transportation? 6. Are there adequate facilities for maintaining the food at hot or cold temperatures? 			

SANITATION CHECKLIST

KITCHEN PRODUCTION AREAS	YES	NO	COMMENTS
7. Are hands washed and good clean hygienic practices observed?			
8. Is equipment used in the production area properly cleaned (steam kettle, ovens, grills, can opener, deep fat fryers, mixers, slicing machine)?			
9. Are rolling carts and hot food carts cleaned?			
10. Are all utensils and equipment in good repair, that is, free of breaks, open seams, cracks, and chips.			
11. Are food contact surfaces of equipment clean to sight and touch?			
12. Are wiping cloths available and clean?			
13. Are wiping cloths properly stored?			
14. Is the importance of frequent handwashing stressed?			
15. Is chewing of tobacco or smoking observed in food production area?			
16. Are the ice and ice handling utensils properly stored?			
17. Is the supply of hot water and cold water adequate?			

SANITATION CHECKLIST

FOOD STORAGE	YES	NO	COMMENTS
1. Are all food products protected from contamination?			
2. Are the containers of food stored off the floor and on a clean surface.			
3. Is all perishable food kept at proper temperature?			
4. Are the potentially hazardous foods stored at 45° or below (for cold food), or 140° or above (for hot food), as required?			
5. Are the frozen foods kept at 0° to 20°?			
6. Are the potentially hazardous frozen foods thawed at refrigerated temperature of 45° or below?			
7. Are cereals, sugars, and so forth kept in tightly covered and labeled containers?			
8. Are the refrigerators equipped with thermometers?			

SANITATION CHECKLIST

DISH WASHING/POT WASHING	YES	NO	COMMENTS
<p>1. Are all dishes properly scraped and if necessary, soaked before washing?</p> <p>2. Are adequate and suitable detergents used?</p> <p>3. If the dishes are machine washed:</p> <p style="padding-left: 20px;">a. Are they washed at 140° or higher for 20 seconds?</p> <p style="padding-left: 20px;">b. Are they rinsed at 180° or higher for 10 seconds?</p> <p>4. If the chemical sanitizer is used for the final rinse, was it properly dispensed and approved?</p> <p>5. If the dishes are washed manually, are they washed in water at 110° or higher?</p> <p>Are dishes sanitized by emmersion in:</p> <p style="padding-left: 20px;">a. water maintained at 170° for 30 seconds; or</p> <p style="padding-left: 20px;">b. chlorine rinse at a temperature of not less than 75°; or</p> <p style="padding-left: 20px;">c. solution containing at least 12.5 pp of available iodine with ph or not higer than 5.0 and a temperature of not less than 75°?</p>			

SANITATION CHECKLIST

GARBAGE DISPOSAL	YES	NO	COMMENTS
1. Is garbage removed in a timely manner?			
2. Are receptacles and liners non-absorbent?			
3. Are the receptacles covered by close fitting lids?			
4. Are the receptacles washed and emptied?			
5. Are the receptacles disinfected frequently?			

PSD Food Services
Housekeeping Schedule

Date of Inspection: _____

Frequency of Cleaning

AREA	B	L	D	Cleaned by	Inspected By
SERVING AREA					
Drain/Clean steam table					
Clean counters, tray slides					
Clean shelving, sneeze guards					
Clean exhaust hoods					
Clean coffee makers					
Clean milk dispensers					
Clean beverage dispensers					
Clean reach in refrigerators					
Clean railings					
Clean light fixtures					

WARE WASHING

Clean tables, counters, shelves					
Clean dispensers, racks, carts					
Drain, clean dish machine					
Check spray arms, rinse arms, valves					
Check soil screens, curtains					
Clean suction and overflow strainers					
Check filter opening, final rinse					
Check pump for leaks					
Clean sinks, drains, floor drains					
Sweep and mop floors					

POTS & PANS / LOADING DOCK

Trash sorted, boxes flattened					
Floors scrubbed, rinsed, mopped					
Pots, pans, utensils cleaned, sanitized					
Pots, pans, utensils air dried & stored					
Brooms, mops properly stored					

LAVATORIES:

Clean, sanitize urinals & toilets					
Fill soap, paper towel, toilet tissue					
Clean, mop floors					
Clean mirrors					
Clean wash basins and fixtures					

STORAGE AREAS:

Clean, mop floors					
Wipe spills, pick up debris					
Wipe shelving, counters					

PSD Food Services
Housekeeping Schedule

AREA Frequency of Cleaning B L D Cleaned By Inspected By

FOOD PREPARATION AREAS:

Clean cooking equipment					
Clean ovens and ranges					
Clean hot food cabinets					
Clean work tables, shelves					
Clean sinks and drains					
Clean and mop floors					
Clean racks, carts					
Clean exhaust hoods, filters					
Fill soap, paper towel dispensers					
Clean ice machine exteriors					
Sanitize ice scoops					
Clean reach in refrigerators					
Clean slicers, peelers, mixers					

WALK IN REEFERS / FREEZERS

Clean and mop floors					
Wipe spills, clean shelves					
Clean doors and windows					
Clean door gaskets					
Store items off the floor					

OFFICE AREAS:

Remove trash					
Clean doors and windows					
Dust ledges and shelves					

DINING AREA:

Clean table tops					
Clean chairs, benches					
Sweep, mop floors					

HALLWAYS / MISC AREAS:

Sweep and mop					
Dust ledges					
Keep areas clear of debris					

EQUIPMENT MAINTENANCE PLAN

The corrections food services equipment maintenance plan is a specified preventive maintenance program for all food service equipment for use in all correctional kitchens. The program specifies that weekly preventive maintenance will be performed in seven (7) areas of concern by management or supervisory staff. There will be two (2) programs; minor maintenance which will be performed by food service staff and major maintenance which will be provided by manufacturer authorized technicians or certified service representatives.

MINOR MAINTENANCE

<u>Description of Area</u>	<u>Day of Inspection/Maintenance</u>
1) Refrigeration Equipment	Monday
<ul style="list-style-type: none">- Check Coils- Clean vents/ducts- Check accuracy of thermometers- Check fans and condensers- Check electrical connections- Check drains pipes / floor drains- Check door seals	
2) Cooking Equipment	Tuesday
<ul style="list-style-type: none">- Check convection fans- Check electrical connections- Check valves, pipes- Check switches and controls- Check door hinges and knobs- Check, replace control dials	
3) Food Preparation Equipment	Wednesday
<ul style="list-style-type: none">- Check blades- Check blade guards / adjust controls- Check / oil bearings- Check mixer height adjustment- Check switches and controls- Check pipes and drains- Check handles and grips- Check electrical connections- Check nuts/bolts/screws and tighten as needed	

4) Dish washing Equipment

Thursday

- Check temperature accuracy
- Check valves and drains
- Check spray arms and curtains
- De-scale once a week
- Check conveyor belt
- Check doors and hinges
- Polish exterior once a week

5) Transport Carts / utility carts / dispensers

Friday

- Check, lubricate wheels and swivels
- Check springs, adjust tension
- Check nuts / bolts, screws, tighten as needed
- Thoroughly clean once a week

6) Serving Equipment

Saturday

- Defrost milk machines weekly
- Check gaskets and seals
- Check valves and spigots
- Check water lines
- Check drain pipes and lines

7) Miscellaneous

Sunday

- Check fire extinguishers
- Check hood system and controls
- Sinks and drains
- Check restroom fixtures
- Check ceiling light fixtures
- Check windows and screens
- Check tiles and doors
- Check dining furniture and chairs

MAJOR MAINTENANCE

Replacement of component parts, handles, hinges, seals and gaskets, compressors, hood filters and other major parts will be performed as they occur. Repairs, electrical and plumbing work will be performed as they occur or needed by completing a work order to the facility for repair or an outside contractor. The procedure for repair and/or replacement of parts will be to:

- 1) Identify problem / equipment
- 2) Tag item or equipment
- 3) Enter in Food Service Repair Log (See attachment)
- 4) Repair Item / call authorized company

III

CUSTODY AND SECURITY

CUSTODY AND SECURITY

A. General

General custodial duties are the same for food service personnel and all staff must share the major custody and security concerns in the facility:

- Ensuring the safety of inmates and staff
- Maintaining order within the facility
- Preventing escapes

In the food service unit, all staff shall adhere to all policies and procedures relating to security and work in close cooperation with security personnel to maintain proper custody, control and security. This shall include:

- All areas within the Food Service unit
- All types of inmate traffic in and out of the unit
- Inmate behavior in the kitchen: the posting and enforcement of kitchen rules and regulations
- Control of supplies: food and non-food
- Control of knives, cleavers, saws, tableware, utensils and implements
- Any other matters having a direct or indirect bearing on custody or security

B. Key Control

Attention shall be given to keys used in the Food Service Unit. Under no circumstances shall any inmate be permitted to use keys. Keys will be drawn from the control room and a name chit will be required when keys are issued. Keys will be returned to the control room when going off duty. At no time will institutional keys be carried outside the facility.

Keys must be on key rings affixed to the belt with a choker chain, kept in a pouch or pocket, kept out of sight of inmates as much as possible. Keys must never be left unattended.

A missing or lost key must be immediately reported to the supervisor and a written Incident report must be made to the facility's warden before the end of the work shift or day, with a copy to the Food Services Officer.

C. Knife and Tool Control

All knives and tools must be stored in a secure manner as outlined in the Department's Policy and Procedure No. 93-19989. That is, in a locked cabinet with a shadow board located within the Food Service Unit. Only one cook will have possession of the key. This cook will be responsible for the control and safekeeping of all controlled knives and tools.

Knives and tools will be issued to authorized inmates only. An appropriate chit shall be placed on its shadow showing who is in possession of the knife/tool. Additionally, a log shall be established in which to sign for them, which will be signed off by the appropriate supervisor. All knives and tools shall be accounted for at the end of each work period.

A complete and accurate inventory will be maintained in duplicate. One copy is to be maintained in the Food Service Unit and another in the Tool Control Office or Chief of Security.

Broken or worn tools or knives must be disposed of by turning them in to the Tool Control Officer for disposition. The appropriate notation shall be made to the inventory list.

Any new tool or knives shall be reported to the warden or designee for identifying and marking onto inventory before any issuance.

Any tool or knife noted as lost or misplaced shall be immediately reported to the Food Service Manager. The Food Service Manager will notify the warden or designee immediately upon notification of the lost tool or knife. A Lost Tool Report must be filled out prior to the end of the working shift or day. If a misconduct appears to have occurred, an Incident Report must also be filed in addition to the Lost Tool Report.

D. Hot Items

Yeast shall be handled and dispensed only by one Food Service employee and kept under close supervision until such time as the yeast is thoroughly incorporated as an ingredient in the item being prepared. Only one cook will have possession of the key for the yeast cabinet. An inventory record shall be kept in the cabinet, indicating date and quantity of issue, receipts, balance on hand, and the initials of the employee making the entry. Nutmeg, mace or other *HOT* food items should be handled in the same manner as yeast.

E. Shakedowns

Shakedowns or searches of inmate work areas are a must. Although it is not the primary duty of civilian Food Service personnel, it is everyone's responsibility to control contraband. Shakedowns of inmates and trash when leaving a "hot" work area (bakery, butcher area, vegetable preparation) are the only way to effectively control contraband or "hot" food items. Shakedowns of inmates leaving the food service is the only way to control the spread of contraband and should be an ongoing practice. At no time will an inmate be allowed outside of the Food Service Unit during or after a meal with any food item that was not issued on the serving line.

Food Service personnel should also on a regular basis check possible hiding areas for contraband.

IV

SANITATION

SANITATION

A. General

Sanitary conditions in the Food Service Unit can only be effective as the support given by the Food Service Manager and staff.

- All Food Service employees are responsible for maintaining acceptable sanitary standards in the Food Service Unit. This includes training inmate workers on personal hygiene, safe food handling preparation and practices, food storage, safe service of food, and the sanitary operation, care and maintenance of food service equipment.

The Food Service Unit must comply with all County, State, and Federal Health Service Standards and Codes.

B. Personal Hygiene

All personnel working in the Food Service Unit must observe the following regulations concerning personal hygiene and appearance.

- No person with cuts, open lesions, infected wounds, abrasions, sore throats, or any communicable diseases will be permitted to work in the Food Service Unit. Staff will inspect all inmate workers reporting to work by checking hands, arms up to the shoulders, necks and faces for any cuts, lesions, unprotected wounds, or open sores. Any inmate found to have this appearance will be sent back to his housing unit. Any inmate worker that obviously have a severe cold or allergy symptoms should be sent back to the housing unit. Employees with wounds that can be bandaged antiseptically and protected by plastic gloves over the bandaged area may be allowed to work in a non-food handling area until the wound is healed.
- All Food Service personnel must have medical clearance prior to starting work. Personnel must also participate in the safe food handling course prior to or soon after starting work.

Personnel Sanitation Requirements:

- All personnel must wash hands upon reporting to work; immediately after visiting or cleaning the a lavatory; after smoking; after taking a break; after handling raw meat, poultry, garbage, or otherwise soiling their hands. All hand washing must be performed in hand washing sinks, not food preparation or dish washing area sinks. The proper areas to wash are the hands and arms up to the elbow area thoroughly with soap and warm water.
- All personnel must remove wristwatches, bracelets, and rings and wear protective gloves while preparing or serving food. The wearing of plastic gloves is not a substitute for washing hands. Plastic gloves must be worn over thoroughly washed hands. Use new gloves for every new activity. Individuals are not to blow into the gloves to facilitate the wearing of the gloves.

- Fingernails must be kept short so that they do not extend beyond the end of fingers and are kept clean. The use of fingernail polish is prohibited by employees.
- Use of tobacco shall not be permitted in any preparation or service area of the Food Service Unit. If smoking is permitted, it is only in approved and designated areas.
- Facial hair if allowed must be trimmed to one inch or less. Beards if allowed, must be under restraints of beard guards. Hair must be restrained by the use of hats, caps, hair nets to prevent loose hair from falling into the food or onto food contact surfaces.

C. Receiving and Storing Food

All food supplies entering the Food Service Unit must be in sound condition and fit for human consumption. Steps must be taken to ensure that stored food remains safe until it is prepared and served. Prepared food must be handled properly to limit the growth of bacteria.

- Food deliveries must be planned. No deliveries should be accepted during meal hours. Managers must make sure that the necessary refrigerator and storage spaces are available to accept deliveries.
- Food supplies must be inspected immediately upon delivery.
- Food supplies must be in excellent condition when they arrive in the receiving area.
- Milk delivered at a temperature above 45 degrees F should not be accepted. Check the temperature by opening one carton (1/2 pints) and taking the temperature of the milk with a thermometer, or for milk packed in a plastic bulk dispenser, check the temperature by folding the soft plastic around the thermometer.
- Canned goods must not be damaged. Any canned goods having the appearance of rust, dents, leakage or swelling at the top or bottom shall be rejected.
- Cartons, boxes and packages should be dry and undamaged. Reject these products if they are torn, punctured, slashed, wet, damp or moldy. Shipments infested with insects shall be rejected.
- All frozen goods except ice cream must be 0 degrees or below upon delivery. Ice cream may be delivered and stored at 6 to 10 degrees F. Reject any product that show signs of having been thawed and re frozen. These signs are fluid or frozen liquid inside the cartons, large ice crystals on the product, or product that is misshapen or distorted.
- Always store products using the **FIFO** - "First In, First Out" method. Date all products when they are received and store and use the products in order in which they were received. All goods must be stored at a minimum six inches above the floor and away from the walls.
- Store all food either in its original container or in clean, covered, labeled containers. Always store food away from pipes, condensation lines, refrigeration units and walls.

- Always store cooked and ready to eat food away from raw food to prevent cross-contamination. Store food only in areas intended for food storage. Keep storage areas clean. Keep food items in clean wrappers or containers.
- Keep foods that require refrigeration out of the temperature danger zone (45 degrees F to 140 degrees F).
- Store refrigerated prepared or ready-to-eat foods *above* raw foods, never below, because raw foods could drip onto prepared foods and contaminate them.
- Foods being held in a refrigerator should be at a temperature of 45 degrees F or below.
- Foods stored in the refrigerator should be covered to protect it from contamination and to prevent from drying out.
- Each refrigerator and freezer should be equipped with an easily readable thermometer.
- Freezer temperature must be 0 degrees F. or lower.
- Never refreeze foods after they have been thawed.
- Always store chemicals, detergents, sanitizers and polishes in their original labeled containers.
- Store chemicals, detergents, sanitizers, and polishes away from food handling and storage areas in a locked cabinet or room.

D. Preparing and Serving of Food

It is important to be especially careful when preparing and serving food, because food is most likely to be contaminated during these steps. A basic rule to follow in the preparation and serving of food concerns food temperature: **Keep Hot Food Hot, and Cold Food Cold.**

Another important practice is preventing **cross-contamination**. The process of cooling, storing, and reheating foods also requires special care.

- All foods should be produced using the batch cookery method to reduce the risk of contamination by harmful bacteria. Producing small amounts of food in a relatively short amount of time will minimize the exposure of contamination.
- Prepare food with suitable utensils and on surfaces that have been cleaned, rinsed and sanitized
- Thaw foods properly by refrigerating at temperatures of no more than 40 degrees F for one to three days, or under potable running water at a temperature of 70 degrees F or below, followed by immediately cooking;
- When thawing meat, poultry, or fish in a refrigerator, place the items on the lowest shelf to prevent cross-contamination.
- Never thaw food at room temperature or on a counter top.

- Keep raw, cook, and ready to eat products in separate areas.
- Never use the same utensils and cutting boards for raw and cooked products. The use of color coded cutting boards for specific uses will be in effect for all facilities.
- Never place a cooked product on a food contact surface where a raw product has been without first washing, rinsing, and sanitizing the area.
- Always use a bimetal numerically scaled thermometer to determine the temperature of potentially hazardous foods. Wash, rinse, and sanitize the thermometer before and after **each** use.
- Check the temperature of the food product in more than one location and at the product's thickest part. Never check a temperature of a product at the bone.
- When transporting food, keep food and food utensils in covered containers to prevent contamination.
- After they are prepared, hot foods must be held until service at 140 degrees F or higher. Food must be agitated or stirred often to make sure that all parts of the food is kept at 140 degrees F.
- Package food items that need to be refrigerated or kept iced should not be placed on the ice directly. They should be placed in a metal pan and then place the pan on the ice.
- Utensils used in self service should always be placed with the handle pointing out of the food, on a clean dry surface, or in potable running water.
- Ice scoops for ice machines should be stored either in the ice with the handle pointing out of the ice or placed in a container filled with a sanitized solution. Ice must never be scooped with a glass, cup, bowl or scoop that does not have a handle.
- Utensils must be stored with the **handles up**.
- Highly perishable foods such as puddings, custards, and creamed casseroles are not be saved for use the next day. They should be discarded.
- All leftover foods must be labeled, timed and dated. Cover leftover foods **after** they are cooled.
- Foods must be cooled to a temperature of 45 degrees or lower in under four hours by the following methods:
 - 1) Using shallow pans with a depth of two to three inches to cool foods
 - 2) Immersing food containers in an ice bath to cool them
 - 3) Reducing the food mass by cutting or portioning into smaller pieces.
- Never mix leftover food with freshly prepared food.
- Reheat foods quickly to 165 degrees F or higher. Food should be heated to 165 degrees F within two hours or be discarded. Never use a steam table or holding cabinet to reheat foods.

E. CLEANING & HOUSEKEEPING TASKS

The housekeeping services in the Food Service Unit shall be at the frequencies outlined in the housekeeping schedule(See Appendix B). All cleaning equipment and supplies shall be properly stored immediately after each use. The cleaning standards and housekeeping tasks are intended to produce a "minimal acceptable" level of performance.

The following areas and associated equipment shall be cleaned three times a day, after meals, seven days a week as follows:

Dining Areas

- Police the dining room to immediately clean away all spills or food and trash on table tops, floor or elsewhere in the dining room. Wash table tops with clean detergent water to remove all foreign objects, smudges, food particles and liquids, rinse and wipe dry. Clean the base or legs of tables. Damp wipe chairs and chair legs.
- Sweep and mop floors
- Walls and vents must be cleaned routinely according to the cleaning schedule

Serving Areas

- Damp wipe serving line exhaust hoods thoroughly with a grease cutting solution.
- Clean all finger marks, smears and spills from beverage dispensers. Disassemble nozzles and other removable parts and drains, clean, and reassemble. Defrost milk dispensers when an accumulation of 3/8 inch of frost occurs. Clean the interior after defrosting.
- Drain and clean coffee makers. Wipe exterior stains and smudges.
- Drain hot food steam tables and clean interior. Remove rust and scale stains. Damp wipe exterior walls of steam table.

V

FOOD PREPARATION

FOOD PREPARATION

A. General Policy

It is the responsibility of all food service managers to insure that cooks follow the approved cycle menu and use the Armed Forces Recipes cards or any other recipe cards approved by the Food Services Officer in the preparation of all food products. Knowledge of proper ingredients, specified quantities, and actual steps in food preparation is essential for quality products to be produced consistently. The procedure of batch cookery or progressive cooking shall prevail in all food service units. This method of production is the most cost effective means of preparing food and the most nutritious.

B. Progressive or Batch Cooking

Before actual preparation, the cook will review the menu and obtain the recipes needed. He will review the menu and recipes with his helpers and inmate workers. He will go over the proper preparation techniques, assign duties and tasks for the day, cooking schedules and quantities of food needed. He will also preview the following day's menu for any needed advance preparation.

C. Food Preparation

1. Food should be prepared with the least possible handling, with suitable utensils, and on surfaces that have been properly cleaned, rinsed, and sanitized to prevent **cross-contamination**.
2. Raw fruits and vegetables should be thoroughly washed with clean, potable water before being cooked or served.
3. Potentially hazardous foods requiring cooking should be cooked to a temperature of at least 140 degrees F, except for:
 - Poultry, poultry stuffings, stuffed meats, and stuffings containing meat, which should be cooked to at least 165 degrees F with no interruption in the cooking process.
 - Pork and any food containing pork, which should be cooked to at least 150 degrees F. Reaching this temperature is adequate to kill trichinae, however, for product palatability, pork may be cooked to a temperature of 170 degrees F.
4. Reconstituted dry milk and dry milk products may be used in instant desserts and whipped products or for cooking and baking purposes. They should not be served as a cold beverage because of the potential for contamination in reconstituting and dispensing such products.
5. Liquid, frozen, and dry eggs and egg products are pasteurized at temperatures high enough to destroy pathogenic organisms that might be present. However, because of the possibility of recontamination of these products after opening, thawing, or reconstitution, they are recommended for use primarily in cooked or baked products.

6. Non dairy creaming, whitening, or whipping agents may be reconstituted on the food service premises only when they will be stored in sanitized, covered containers not larger than one gallon and cooled to 45 degrees F or lower within four hours after preparation.
7. Potentially hazardous foods that have been cooked and then refrigerated should be reheated rapidly and thoroughly to 165 degrees F. or higher before being served. Steam tables, warmers, and hot food cabinets are prohibited for the reheating of potentially hazardous foods. These types of equipment cannot reach the required temperatures to rapidly reheat the foods.
8. Food Service personnel will use thermometers to ensure the attainment and maintenance of proper internal cooking, holding, or refrigeration temperatures of all potentially hazardous foods.
9. Separate color coded cutting boards will be used for meat, poultry, fish, raw fruits and vegetables. Cooked foods should not be cut on the same boards as raw products. All cutting boards must be cleaned, rinsed and properly sanitized after and between each use.

D. Food Preparation Worksheet

The food preparation worksheet communicates what is to be prepared, how to prepare it, by whom, in what quantity, and when. It serves as a record, indicating how much food was produced for a particular time and day. Completed worksheets should be stored in a binder and located in an area allowing for easy access for the cooks or food service manager to review.

E. Food Preparation Worksheet Instructions

The FOOD PREPARATION WORKSHEET should be completed by the senior cook or shift leader and reviewed by the Food Services Manager in the following manner:

<u>FACILITY:</u>	Fill in the name of the facility, i.e., KCCC
<u>MEAL TYPE:</u>	Circle the meal to be prepared
<u>DAY, DATE:</u>	Indicate the day and date
<u>PREPARED BY:</u>	The shift leader responsible
<u>APPROVED BY:</u>	To be signed by the Food Service Manager
<u>POPULATION COUNT:</u>	Population of your facility
<u>MEAL COUNT:</u>	Number of meals to be served
<u>RECIPE CARD NUMBER:</u>	Armed Forces Recipe number or recipe to be followed
<u>MENU:</u>	Name of food item to be prepared
<u>COOK/INMATE ASSIGNED:</u>	Person responsible for preparing item
<u>PORTIONS TO PREPARE:</u>	Amount of food to be prepared to be determined by food service manager
<u>PORTIONS PREPARED:</u>	Actual amount prepared (cans, cases, gals)
<u>SPECIAL INSTRUCTIONS:</u>	Special preparations, starting times, cooking times, etc. should be stated.
<u>Amount Leftover:</u>	List exact amount leftover and disposition. (Refrigerated or frozen - for another meal, or used as back-up, soup stock, etc.)
<u>Amount Discarded:</u>	If discarded, amount discarded and why.
<u>COMMENTS:</u>	Observances or quality, evaluation of the meal, etc.

The FOOD PREPARATION WORKSHEET must be completed for each meal. This form must be retained by the food service unit for a period of two years and be available for review by the Food Service Officer or other authorized official at any time.

F. Service and Transportation of Food

The following steps should be observed in the service and transportation of food to satellite feeding areas:

A. SERVICE OF FOOD

Prior to the beginning and during the meal, the line will be inspected by the cook in charge to ensure that these procedures are followed

1. All menu items are present and have been taste tested.
2. Foods are properly arranged for service.
3. Hot foods are at 140 degrees F. or above and cold food are below 45 degrees F.
4. Potentially hazardous foods that have been cooked will be rapidly reheated to 165 degrees F. or above before being served.
5. All serving counters are cleaned.
6. Proper serving utensils are available prior to service and used in accordance with the menu and recipe cards.
7. Inmate servers are **properly instructed on serving techniques and portion control.**
8. Condiments for self service use shall be provided to ensure protection from consumer contamination.
9. Foods on display such as salad bars should be protected from consumer contamination by the use of protector devices (sneeze guards), display cases or other effective means. Proper serving utensils must be available for self service.

B. TRANSPORTATION OF FOOD

During transportation of food to other feeding locations for service, foods must be held under the conditions specified for hot and cold food holding. Food Service personnel will always be present when carts are loaded.

Food Temperatures of the food must be taken before loading and at the time of delivery and recorded on the Food Temperature Report form.

VI

SPECIFICATIONS

SPECIFICATIONS

Clearly written specifications are necessary to ensure that the products purchased are appropriate to menu needs. All products should be purchased based on a sound knowledge of the factors that influence preparation needs. Listed under the following food groups are areas of specification, as well as examples for each.

A. Beef

Written specifications for beef should include:

- Requirements for boning, rolling, and tying, if applicable
- USDA grade or other quality designation
- Weight of cut or individual portion (state tolerances allowed)
- Chilled or frozen state of delivery
- Packaging or number of units per shipping container

Examples of written specifications include:

- Beef, inside round roast, USDA Choice, 8 to 10 lb., chilled, 32 to 40 lb. polylined boxes preferred
- Beef, ground (special) bulk, USDA Commercial or Utility, 18-22 percent maximum fat content, frozen, 10 lb. bag
- Beef liver, portion cut, Selection No. 1, 4 oz. portion, frozen, 10 to 15 lb. polylined boxes preferred
- Bacon, sliced, layout pack, skinless, cured and smoked, Selection No. 1, 8 to 12 lb. bellies, 18-22 slices per lb., chilled, 10 to 15 lb. polylined boxes preferred

B. Seafood

Written specifications for seafood should include:

- Species of fish or shellfish
- USDA inspection mark or grade, if applicable
- Market form or portion shape and size
- Raw or precooked, plain or breaded
- Chilled or frozen
- Pounds per package
- Packages per case

Examples of written specifications include:

- Cod, breaded, 4 oz. portions, U.S. Grade A, 10/6 lb. boxes per case.
- Cod fillets, skinless, 4 oz. portions, U.S. Grade A, 10/5 lb. boxes per case.
- Pollock, breaded, 2 oz. precooked portions, minced white meat, packed under federal inspection (PUFI), USDC, 6/5 lb. boxes per case.
- Shrimp, round, breaded, 30/35 count, U.S. Grade A, 6/4 lb. boxes per case.

C. Canned Fish

Canned fish products include salmon, tuna, mackerel, crab, shrimp, sardines, and clams.

When developing specifications for canned fish, the species and variety, packing medium, style of pack, size of can, and cans per case should be stated. Examples of written specifications include:

- Tuna, solid pack, light meat, oil pack, 6/64 oz. per case
- Tuna, solid pack, light meat, water pack, 24/6 1/2 oz. per case
- Salmon, pink, packed under federal inspections (PUFI), 6/64 oz. per case

D. Poultry

Written specifications for poultly items should include:

- Kind

Refers to the species, such as chicken, turkey, duck, capon, goose, Rock Cornish game hen, quail

- Class

Refers to the physical characteristics related to age and sex

Examples of class specifications include:

- Chicken

Broiler-fryer -- A young chicken of either sex, 8 to 12 weeks old, weighing 2½ to 4 lb., ready to cook

Roaster -- Young chicken of either sex, 3 to 5 months old, weighing 4 to 6 lb. or more, ready to cook

Capon -- Surgically desexed male chicken, about 8 months old, weighing 5 to 8 lb., ready to cook

Hen or stewing chicken -- Mature female chicken, more than 10 months old, weighing over 4 lb., ready to cook

Rock Cornish game hen -- 5 to 7 weeks old, weighing less than 2 lb., ready to cook

- Turkey

Fryer-roaster -- Less than 16 weeks old, weighing 3 to 7 lb., ready to cook

Young hen or young tom -- 16 to 24 weeks old; and may be called simply young turkey because the sex affects weight range more than eating quality; hens usually weigh 8 to 16 lb. and toms 16 lb. and over; ready to cook; cooked yield higher for heavier birds

Yearling or mature turkeys -- over 12 months old, of heavy weight

E. Eggs

Specifications for fresh eggs should include the form, quality designation, size, and unit of purchase. Some sample specifications for eggs and egg products are:

- Eggs, fresh, Grade AA, Large, 45 lb. net per 30 doz. case
- Eggs, frozen, whole, pasteurized, homogenized, USDA inspected, 6 4-lb. cartons per case
- Eggs, dried, whole, 6 3-lb. cans per case

F. Milk

Examples of written specifications for milk include:

- Milk, whole, homogenized, pasteurized, fortified, minimum 3.25 percent milk fat, $\frac{1}{2}$ pint carton
- Milk, lowfat, homogenized, pasteurized, fortified, minimum 2 percent milk fat, $\frac{1}{2}$ gallon carton
- Buttermilk, cultured, homogenized, pasteurized, minimum 8.25 percent milk solids, 1 quart carton
- Cream, half and half, pasteurized, 10.5 to 18 percent milk fat, 1 pint carton
- Milk, nonfat, dry, instant, U.S. Extra Grade, 5 lb. bag
- Yogurt, lowfat, minimum 8.5 percent nonfat solids, plain flavored, 8 oz. carton

G. Cheese

Sample specifications for cheese include the following:

- Cheese, American, processed, medium blend, pasteurized, 6/5 lb. blocks.
- Cheese, cheddar, natural, U.S. Grade A, medium aged, 6/5 lb. blocks.
- Cheese, mozzarella, part skim, low moisture, 6/5 lb. blocks
- Cheese, cottage, creamed, minimum 4 percent milk fat by weight, maximum 80 percent moisture, small curd, 5 lb. container

H. Fruits and Vegetables -- Canned, Fresh, and Frozen

Specifications for fresh, frozen and canned fruits and vegetables should include the following:

- Name of product
- Style or type of product (whole, cut, trimmed and so forth)
- USDA grade, brand or other quality designation
- Size of container
- Quantity or weight per shipping unit
- Other pertinent factors, depending on product (packing medium, syrup density variety, stage of maturity, drained weight, and so forth).

Examples of specification include:

- Bananas, fresh, No. 1, green tip, 6-8 inches, 40 lb. carton
- Fruit cocktail, canned, U.S. Grade A (Fancy), heavy syrup, min. dr. wt. 72 oz., 6/#10 per case
- Blueberries, frozen, whole, U.S. Grade A, IQF, 20 lb. box
- Cabbage, fresh, green, U.S. No. 1, 1½ to 2 lb. heads, 50 lb. mesh sack
- Corn, canned, yellow, whole kernel, U.S. Grade A (Fancy), liquid pack, min. dr. wt. 70 oz. 6/#10 per case
- Broccoli, frozen cuts, U.S. Grade A, 12/2 lb. per case

I. Miscellaneous Food Items

The following specifications for some staple foods may be useful in developing others:

- Walnuts, U.S. No. 1, small pieces, latest season crop, 6/5 lb.
- Olives, green, queen, giant, U.S. Grade A or Fancy, 6/#10 per case
- Pickles, dill, thin, fresh pack, U.S. Grade A or Fancy, 6/#10 per case
- Honey, light amber, U.S. Grade A. extracted, 6/5 lb. per case

Specifications are vital in the procurement of quality food products. This also means if products delivered do not meet the specifications they can be returned so proper products can replace them.

VII

**RECEIVING, INVENTORY,
& FOOD STORAGE**

RECEIVING, INVENTORY, AND FOOD STORAGE

Procedures governing the control and location of subsistence supplies must be determined locally. An effective check and balance inventory system is achieved when all items are under the control of the Food Manager. Regardless of who has control over subsistence stores, the procedure should provide for correct requisitioning of supplies and reflect consumption accurately. Requirements that foods be requisitioned only in the amounts needed for a particular day's service have been abandoned in favor of any procedure which best fits the institution, although to maintain the integrity of the consumption records, foods, including staples, should not be requisitioned in amounts to last more than seven days. Even this, however, is not a hard and fast rule and where good Food Service management means another procedure is more desirable, that procedure shall be determined locally and followed.

A. Receiving

All subsistence should be received and controlled by the receiving clerk until it has been checked and accepted. No item shall be received by any Food Service staff member before it has been checked through by warehouse personnel. When ordering "hot" items, the Food Service Manager will provide a memorandum identifying items in order to alert warehouse personnel to provide special handling.

When items are received, they should be identified with the proper vendor, purchase order and control specifications. When necessary, the receiving clerk shall promptly examine, count, measure and/or weigh the items to positively determine their acceptance both as to quantity and quality. Particular attention shall be given to receiving "hot items," which the receiving clerk shall be personally responsible for until turned over to the storekeeper or Food Service Manager. When possible, examination should be done at the time of taking possession, and a receipt given immediately. In some cases it is impracticable because of the time required to complete the necessary inspections and tests at delivery. In such cases the receipt given to the vendor shall be conditional, representing receipt only of particular containers. In some instances the Food Service Department will have a representative working with the receiving department to aid in the receiving of "hot items."

Items grown for use by the Food Service Department, such as vegetable, fruits, or nuts, shall be inspected by a member of the Food Service staff as well as the Safety and Sanitation Office before being admitted into the Food Service Department. (ACA Standards for Adult Correctional Facilities, 2-4239)

Effective procurement requires adequate receiving procedures to ensure that food and supplies delivered match the quality and quantity of items ordered. Economic advantages gained by competitive bidding based on well-written specifications can easily be lost by poor receiving practices. If poor-quality products or incorrect amounts are accepted, it can mean a financial loss. This can be prevented by setting up sound receiving procedures and properly trained warehouse personnel.

B. Inventory

Determining inventory levels and properly receiving, storing and issuing goods are critical to controlling Food Service costs and maintaining quality of food. All these activities will be centralized in the institution warehouse or can be the responsibility of the Food Service Department. Wherever they take place, the tasks of checking food and supplies for quantity and quality plus distribution to the point of use must be performed according to policy.

Inventory is money. Money is converted into goods in the form of food, supplies, and equipment. All Food Service personnel must be aware of the value of these goods and the costs involved in controlling the size of the inventory and the security of these goods once they are received.

C. Perpetual Inventory

The process of recording all purchases and food issues is called keeping a perpetual inventory. This is a continuous record of the quantity on hand at any given time, as well as the value of food and supplies. Perpetual inventory records provide the Food Service Manager with up-to-date information on product usage and give direction for further purchases. For accurate accounting of all food and supplies, a perpetual inventory record only is not sufficient. A complete inventory of stores on hand must be taken quarterly.

Perishable foods delivered directly to the kitchen are not usually kept on the perpetual inventory because they are to be consumed shortly after receipt. These supplies may require only a weekly charge out, compiled from stock record cards.

Maintaining a perpetual inventory system is time-consuming. Although details will vary, the information recorded always includes the quantity on hand, quantity received, quantity issued, and unit cost for each food and supply item.

D. Meat Storage

1. Refrigerator Storage Time -- Maximum Storage Recommendations for Fresh, Cooked, and Processed Meat (ACA Standards for Adult Correctional Institutions, 2-4247)

<u>Meat</u>	<u>Refrigerator (36-40° F)</u>
Beef (fresh)	2 to 4 days
Veal (fresh)	2 to 4 days
Pork (fresh)	2 to 4 days
Lamb (fresh)	2 to 4 days
Ground beef, veal, and lamb	1 to 2 days
Ground pork	1 to 2 days
Variety meats	1 to 2 days
Luncheon meats	1 week
Sausage, fresh pork	1 week
Sausage, smoked	3 to 7 days
Sausage, dry and semi-dry (unsliced)	2 to 3 days
Frankfurters	4 to 5 days
Bacon	5 to 7 days
Smoked ham, whole	1 week
Ham slices	3 to 4 days
Beef, corned	1 week
Leftover cooked meat	4 to 5 days

2. Freezer Storage Time -- Maximum Storage Recommendations for Fresh, Cooked, and Processed Meat (ACA Standards for Adult Correctional Institutions, 2-4247)

<u>Meat</u>	<u>Freezer (at 0° F or lower)</u>
Beef (fresh)	6 to 12 months
Veal (fresh)	6 to 9 months
Pork (fresh)	3 to 6 months
Lamb (fresh)	6 to 9 months
Ground beef, veal, and lamb	3 to 4 months
Ground pork	1 to 3 months
Variety meats	3 to 4 months
Luncheon meats	not recommended
Sausage, fresh pork	60 days
Frankfurters	1 month
Bacon	1 month
Smoked ham, whole	60 days
Ham slices	60 days
Beef, corned	2 weeks
Leftover cooked meat	2 to 3 months

E. Vegetable Storage

1. Warm Dry Storage -- 60-70° F

Sweet Potatoes and
Winter Acorn Squash

never store at 35° F
or lower

Tomatoes

when green, 80% humidity
best to ripen them

Potatoes

for immediate use, store
in a dry room at 70° F

2. Cool, Moist Storage -- 36-40° F

Green Beans

Cucumbers

Lima Beans

Egg Plant

Beets

Okra

Broccoli

Parsley

Cabbage

Peas

Carrots

Green Peppers

Cauliflower

Watercress

Greens (all types)

Radishes

Lettuce (all salads)

Squash (summer)

Corn (refrigerate at once) Tomatoes (ripe)

F. Housekeeping

1. The Dry Storeroom

The storeroom should be located near the receiving entrance and the main kitchen. Food and supplies should move in the shortest possible line from the receiving area to the storeroom, and hence to the processing areas.

Steam and hot water pipes should not run through the storage area. If through oversight or lack of proper planning it seems necessary to run such pipes through the storeroom, they should be effectively insulated.

In caring and controlling the dry storeroom, the following should be observed:

- o It should be dry and cool to prevent swelling of canned goods and to prevent spoilage.
- o Housekeeping is important. It must be kept clean, free from rodents and vermin. This means that all wall, ceiling, and floor openings should be sealed or otherwise protected. A drain for flushing is desirable.

- Goods should be arranged so that "first-in" items will be "first-out."
- Food and supplies should be kept under lock and key to prevent pilferage. One individual should be responsible for the key during the hours he or she is on duty.

2. Refrigerators

Even more so than in other storage areas, good housekeeping and cleanliness are important in refrigerators. Meats should be hung or placed so that cool air may circulate around all surfaces. Butter, milk, and cream should be separated from foods having strong odors. Eggs should not be subjected to freezing temperatures, and, as the shells are porous, should be kept from odoriferous foods.

Beef improves in flavor and tenderness as the result of aging. It can be safely kept for several months at about 34° F. On the other hand, pork, lamb, mutton, and veal should be kept only for short periods, as they are subject to rapid deterioration.

Fresh fish should be packed in ice in a fish box and kept at 30-33° F away from other foods, which may take its odor.

Refrigeration coils should be defrosted regularly. When boxes are being defrosted, all foods should be moved to another box or covered so as to be kept dry while the box is being cleaned.

As with dry storage, all refrigeration units should be kept under lock and key when not in use. Safety locks should be provided on walk-in boxes so that they can be readily opened from the inside in case anyone becomes locked in by mistake. In addition, there should be push buttons connected to alarm bells. Employees using walk-in boxes should be instructed in the use of these safety devices.

Refrigerators and freezers should be equipped with a proper thermometer. Daily temperature checks should be made to ascertain that these units are maintaining temperatures in accordance with those prescribed within this manual.

REFRIGERATOR STORAGE

What You Do

1. Provide an accurate thermometer.
2. Pack food loosely.
3. Hang raw meats away from walls.
4. Cover food stored on shelves (below) with wax or other covering paper.
5. Discard things not needed.
6. Place new purchases at back.
7. Wash refrigerator frequently.
8. Defrost before $\frac{1}{2}$ " frost gathers.
9. Open door only when necessary.
10. Do not store raw foods with cooked foods.
11. Provide metal or plastic containers to store food.
12. Do not store trays directly on other foodstuffs. Provide separation.
13. Do not line the shelves with paper or cardboard.
14. Discard chipped agate trays.
15. Keep dairy products covered.

Why You Do It

1. Refrigerator temperature should be 45° F or less. Inhibits bacterial growth.
2. To get circulation.
3. Cold air needs to circulate to keep food from spoiling.
4. Prevent dripping.
5. To prevent crowding and increase circulation.
6. Use older items first.
7. It must be kept clean.
8. Cuts down cooling process.
9. Open door raises the temperature.
10. Prevent contamination.
11. Metal containers can be washed and properly sanitized.
12. Bottom of tray may be dirty.
13. It hinders circulation and raises the temperature of the refrigerator.
14. Eliminate the danger of corrosion of the exposed metal where the enamel has been chipped or worn away.
15. Will not absorb other food odors.

TESTS FOR FOOD SPOILAGE

Canned Food

Check for spoilage if:

1. Cans are swelled at top and bottom
2. Dents appear alongside seam of cans
3. There is an off-odor
4. Foam appears when can is opened
5. Juice is milky

THIS APPLIES TO CANNED VEGETABLES, MEATS, FISH, AND POULTRY

Fish

Fish are usually spoiled if:

1. There is an off-odor
2. Gills are gray or green
3. Eyes are sunken
4. Flesh is easily pulled away from bones
5. Mark of fingernail indentation remains in flesh
6. Fish is not rigid

Ray Shrimp

Shrimp may be spoiled if:

1. A pink color appears on upper fins and near tail
2. There is an off-odor similar to ammonia

SOME TYPES OF SHRIMP ARE NATURALLY PINK, AND COOKED SHRIMP ARE ALSO PINK. BOTH ARE WHOLESOME IF THE ODOR IS NOT ABNORMAL.

Meats

Meats of all kinds are usually spoiled if:

1. There is an off-odor
2. If it is slimy to the touch

BEEF USUALLY SPOILS FIRST ON THE SURFACE. PORK SPOILS FIRST AT MEETING POINT OF BONE AND FLESH AND IN THE INNER PORTIONS. To test for spoiled pork, use a pointed knife to reach the interior of the meat. An off-odor on the knife means spoilage.

Fruits and Vegetables

1. Wash all fruits and vegetables before eating or cooking.
2. Cooking will not destroy spray chemicals.

A WHITE OR GRAYISH POWDER SOMETIMES IS FOUND AROUND THE STEMS OF FRUIT AND ON THE STEMS AND LEAVES OF CABBAGE, CAULIFLOWER, CELERY, AND LETTUCE. THIS POWDER INDICATES SPRAY RESIDUES OF THE CHEMICAL USED BY GROWERS AND ARE NOT USUALLY DANGEROUS, HOWEVER, SOME MAY BE.

Salads

It is often impossible to detect spoilage in salads until foods are totally spoiled. IT IS IMPERATIVE THAT CHICKEN SALAD, TUNA, AND OTHER FISH SALADS, NON-ACID POTATO SALAD, ALL TYPES OF CUSTARD FILLED PASTRIES AND COLD MEATS ARE KEPT COLD AFTER TAKING THEM FROM THE REFRIGERATOR.

ALL HAVE BEEN TOUCHED WITH THE HANDS DURING THEIR PREPARATION AND MAY BE CONSIDERED TO BE SLIGHTLY INFECTED. REFRIGERATION WILL KEEP INFECTION FROM INCREASING.

Frozen Foods

Frozen foods will spoil if kept out of the refrigerator for any great length of time. SPOILAGE IS CAUSED BY THE GROWTH OF BACTERIA ON THE FOOD.

Cereal

1. Spread cereal on brown paper -- look for weevils. They can be easily seen.
2. Even if one weevil is present, destroy the entire batch.

These insects are not dangerous, but neither are they appetizing.

Leftover Food

1. Recook any food that has been kept 36 hours or longer.
2. Dispose of leftover food if not recooked.
3. Spoilage is usually present if either DISCOLORATION, OFF-ODOR, or MOLD appears. ANY FOOD WHICH HAS NOT BEEN REFRIGERATED BELOW 45°F MAY BE CONSIDERED TO BE SLIGHTLY SPOILED.

The off-odor of spoiled food is not always apparent. Bacterial spoilage of food begins as soon as it becomes warm, however, refrigeration will delay this spoilage.

Dressed Poultry

1. Check for stickiness under wings, at the point where legs and body join, and on the upper surface of the tail.
2. Check for darkening at the wing tips.
3. Wash thoroughly before cooking.
4. Wash hands thoroughly after handling.

GARBAGE AND RUBBISH STORAGE

1. Garbage storage area:

- Should be well removed from food preparation, storage and dining rooms
- Should have floor of cement or other easily cleanable material with proper drainage
- Should have walls and ceiling of smooth cement or other relatively non-absorbent material that can be easily washed or hosed
- Should have no cracks or open seams or pipelines running close to walls and ceilings or other enclosed spaces, as they form excellent roach harborages
- Should have adequate ventilation to keep room free from odors
- Should have sufficient lighting to permit thorough inspection and cleaning

NOTE: Refrigerated storage is desirable

2. Containers:

- Should be of durable metal or other material which is non-absorbent
- Should be leak proof
- Should have tight-fitting lids or covers
- Should be kept covered when stored or not in continuous use

3. Food waste grinders must be so constructed and installed as to comply with local and state plumbing laws, ordinances and regulations.

4. Disposal of garbage and rubbish must be done at least once daily.

5. Wash containers and areas.

VIII

WARE WASHING

DISHWASHING

Unclean plates, trays, stained coffee cups, and dingy silver, encrusted with baked-on food result in unhappy inmates. These same conditions also nullify all other food protective measures by increasing greatly the possibility of food contamination by harmful bacteria. The remedy to the situation -- proper dishwashing.

Clean dishes, trays, and utensils are those which are free from fingerprints and soap film, as well as film from alkaline or hard water deposits. They may be sanitary dishes, but not necessarily so. Because both conditions are important, the standard dishwashing procedures are designed to ensure dishes that are not only clean, but also sanitary.

Proper dishwashing follows a pattern, whether performed manually or by one of several types of dish machines; consider this a guide to be adapted to a specific situation. In all cases, check temperatures of water periodically throughout dishwashing to ensure that they are adequate.

A. Mechanical Ware Washing

Dishes should be prescraped or preflushed in the prerinse section of the machine or as a separate operation and pans or dishes presoaked as needed. When dishwashing machines are available, they should be used for as many pots, pans, and other cooking utensils as possible.

Spray or immersion dishwashers or devices must be installed properly and maintained in good repair. Utensils and equipment placed in the machine must be exposed to all cycles. Automatic dispensers for detergents, wetting agents, and liquid sanitizers must be properly installed and maintained. The following should be observed for non-medical cleaning and sanitizing:

- The pressure of the final rinse water must be at least 15 psi (pounds per square inch) but not more than 25 psi in the waterline immediately adjacent to the final rinse control valve. The data plate attached to the machine will state the recommended pressure for that particular dishwasher.
- Machine or waterline mounted indicating thermometers must be provided to show the water temperature of each tank within the dishwasher and the temperature of the final rinse water.
- Rinse water tanks must be protected by baffles, curtains, or some other means to minimize entry of wash water into the rinse tank. Conveyors need to be timed to ensure adequate exposure times in wash, rinse, and drying cycles.
- Equipment and utensils should be placed in racks, trays, baskets, or on conveyors in such a way that food-contact surfaces are exposed to an unobstructed application of detergent wash and clean rinse waters and that also allows free draining.

- When hot water is used for sanitizing, the following temperatures must be maintained:
 1. Single-tank, sanitary rack, dual-temperature machine. Wash temperature 150° F (65° C); final rinse temperature 180° F (82° C).
 2. Single tank, stationary rack, single-temperature machine. Wash temperature and final rinse temperature 165° F (74° C).
 3. Single-tank conveyor machine. Wash temperature 160° F (71° C); final rinse 180° F (74° C).
 4. Multitank conveyor machine. Wash temperature 150° F (65° C); pumped rinse 160° F (71° C); and final rinse 180° F (82° C).
 5. Single-tank, pot, pan, and utensil washer (stationary or moving rack). Wash temperature 140° F (60° C); final rinse 180° F (82° C).
- When chemicals are used for sanitizing in a single-tank, stationary-rack spray machine and glass washer, the following minimum temperatures should be maintained: wash temperature of 120° F (24° C) or not less than the temperature specified by the machine's manufacturer.
- After sanitization, all equipment and utensils must be air-dried. Drain boards of adequate size for handling of soiled and clean tableware should be provided. Mobile dish tables are permitted for these uses.

B. Manual Ware Washing

The following points should be observed for manual cleaning and sanitizing:

- A sink with not fewer than three compartments must be used for manual washing, rinsing, and sanitizing of utensils and equipment. Compartments should be large enough to permit accommodation of the equipment and utensils. Hot and cold water should be provided for each compartment.
- Drain boards or easily movable dish tables of adequate size should be provided for proper handling of soiled utensils prior to washing and for cleaning utensils after sanitizing.
- Equipment and utensils should be preflushed or prescraped and, when necessary, presoaked to remove gross food particles. (NOTE: A fourth sink compartment with disposer is very useful for these purposes. A fourth sink compartment should be included in plans for facilities being renovated or under new construction.)

- Except for fixed equipment and utensils too large to be cleaned in sink compartments, the following sequence should be used:
 1. Wash equipment and utensils in the first sink compartment with a hot detergent solution that is changed frequently to keep it free from soil and grease.
 2. Rinse equipment and utensils with clean hot water in the second compartment, changing water frequently.
 3. Sanitize equipment and utensils in the third compartment, using one of the following methods:
 - Immersion for at least 30 seconds in clean hot water maintained at 170° F (80° C). A heating device is needed to maintain this temperature. A thermometer should be used to check the temperature frequently. Dish baskets should be used to immerse utensils completely.
 - Immersion for at least one minute in a clean solution containing at least 50 ppm (parts per million) available chlorine as a hypochlorite and at a temperature of at least 75° F (24° C).
 - Immersion for at least one minute in a clean solution containing at least 12.5 ppm available iodine and having a pH not higher than 5.0 and at temperature of at least 75° F (24° C).
 - Immersion in clean solution containing any other chemical sanitizer approved by health authorities that will provide the equivalent bactericidal effect of a 50 ppm chlorine solution at 75° F (24° C) for one minute.
- All utensils and equipment should be air-dried after sanitizing.
- Equipment that is too large to immerse can be sanitized by treatment with clean steam, provided the steam can be confined within the piece of equipment. An alternative method is to rinse, spray, or swab with a chemical sanitizing solution mixed to at least twice the strength required for immersion sanitization.

C. Equipment and Utensil Storage

For proper equipment and utensil storage, the following points should be observed:

- Cleaned and sanitized equipment and utensils should be handled in a way that protects them from contamination of the parts that will be used in eating or will come in contact with food.
- Cleaned and sanitized utensils and equipment should be stored at least six inches above the floor in a dry, clean location in a way that protects them from contamination by splashes and dust. Stationary equipment also should be protected from this contamination.
- Glasses and cups should be stored in an inverted position. Other stored utensils should be covered or inverted wherever practical.

IX

SAFETY STANDARDS

I. Budget and Finance

At the beginning of each fiscal year, the Food Services Officer will allocate to each Food Services Manager an operating budget to administer their food services unit. Each Food Services Manager will submit to the Food Services Officer an expenditure plan based on the allocated budget.

Each Food Services Manager will prepare and submit each month a Management Control Record which is tracking system to monitor expenditures against the planned budget. Each Food Services Manager will also conduct a monthly inventory of goods and supplies and submit a Weekly Cost Recap which details actual expenditure in the various categories of goods and supplies.

It is expected that each Food Service operation will use the budgeting, purchasing, and accounting practices to ensure nutritional and economical meals with minimum waste.

APPENDICES

FOOD SERVICE FORMS

INSTRUCTIONS FOR THE FOOD PREPARATION WORKSHEET

The FOOD PREPARATION WORKSHEET should be completed by the shift leader in the following manner:

<u>FACILITY:</u>	Fill in the name of the facility, i.e., KCCC
<u>MEAL TYPE:</u>	Circle the meal to be prepared
<u>DAY, DATE:</u>	Indicate the day and date
<u>PREPARED BY:</u>	The shift leader responsible
<u>APPROVED BY:</u>	To be signed by the Food Service Manager
<u>POPULATION COUNT:</u>	Population of your facility
<u>MEAL COUNT:</u>	Number of meals to be served
<u>RECIPE CARD NUMBER:</u>	Armed Forces Recipe number or recipe to be followed
<u>MENU:</u>	Name of food item to be prepared
<u>COOK/INMATE ASSIGNED:</u>	Person responsible for preparing item
<u>PORTIONS TO PREPARE:</u>	Amount of food to be prepared to be determined by food service manager
<u>PORTIONS PREPARED:</u>	Actual amount prepared (cans, cases, gals)
<u>SPECIAL INSTRUCTIONS:</u>	Special preparations, starting times, cooking times, etc. should be stated.
<u>Amount Leftover:</u>	List exact amount leftover and disposition. (Refrigerated or frozen - for another meal, or used as back-up, soup stock, etc.)
<u>Amount Discarded:</u>	If discarded, amount discarded and why.
<u>COMMENTS:</u>	Observances or quality, evaluation of the meal, etc.

The FOOD PREPARATION WORKSHEET must be completed for each meal. This form must be retained by the food service unit for a period of two years and be available for review by the Food Service Officer or other authorized official at any time.

MANAGEMENT CONTROL RECORD

Facility: _____

Manager: _____

For the Month of: _____

CATEGORY	BUDGET	ACTUAL	% of Budget
3305 FOOD SUPPLIES			
3005 JANITORIAL SUPPLIES			
3410 PAPER SUPPLIES			
5810 REPAIRS & MAINTENANCE			
MISCELLANEOUS			
TOTAL CONTROLLABLE COSTS*			
MEALS SERVED TO INMATES			
MEALS SERVED TO STAFF			
PAID MEALS SERVED			
TOTAL MEALS SERVED			
TOTAL COST PER DAY			

(Total costs divided by total meals served multiplied by three.)

*Total Controllable Costs (from weekly recap)

WEEKLY COST RECAP

Facility: _____

Manager: _____

Period Ending: _____

	MEAT	PRODUCE	DAIRY	BREADS	GROCERIES	FOOD TOTAL	PAPER	JANITORIAL	MISC	TOTAL
Beg. Inventory										
+ Purchases										
Transfers										
End. Inventory										
TOTAL COST										

Monthly Budget Allowance: _____

Ending Inventory: _____

Total purchase orders cannot exceed budgeted monthly allowance.
 Total ending inventory value cannot exceed budgeted monthly allowance.

REQUEST TO PURCHASE EQUIPMENT/MOTOR VEHICLES/ COMPUTER HARDWARE/SOFTWARE

AM ID/DIVISION/ACTIVITY CODE

BRANCH/SECTION

Date

REQUESTED BY

Phone

Date

BA/SO Signature

Date

Items(s) of Equipment to be Purchased and Cost (include related costs such as maintenance, if any):

Object Code	Description	Qty.	Cost Per Unit	Total Cost	Related Costs (Describe)
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JUSTIFICATION:

1. Is item budgeted and included in approved expenditure plan?

Yes Complete questions 2-5, and submit request to Planning, Programming and Budget Office (PPB).

No Complete questions 2-5, and submit with a copy of the revised expenditure plan to the Planning, Programming and Budget Office (PPB).

2. What funds are allocated for this purchase? *If item(s) are non-budgeted identify funds to be reallocated and provide explanation of impact of this funding reallocation.

FUNDING:	F	YR	APP	D	OBJECT	CC	PROJ NO.	PH	ACT	PSD NO.
SOURCE										
*REALLOCATED										

3. Identify the problem/need and explain how the acquisition will address the problem/need.

4. What will be the impact, if this request is denied?

5. When is purchase planned (month or quarter)? _____

*SUFFICIENT FUNDS/INSUFFICIENT FUNDS:

APPROVED/DISAPPROVED:

Budget Office _____

Date

DA Signature _____

Date

ADDITIONAL APPROVALS REQUIRED:	
_____	Director/Software B&F/ICSD Form T-204 or T-205 A&B (Thru PSD/MIS)
_____	Item Request DAGS TR Form 1 (Thru PPB/Procurement)
_____	Request for Bidding (Submit thru PPB-Procurement)
_____	DAGS Exemption from Bidding/Sole Source (Thru PPB/Procurement)
_____	DAGS Exception from Bid List (Thru PPB/Procurement)
_____	Other:

APPROVED/DISAPPROVED:

Deputy Director Signature _____

Date

*Please ensure compliance with all other Executive, Departmental, Administrative, and State statutory requirements.

**ACA STANDARDS FOR ADULT
CORRECTIONAL INSTITUTIONS**

ACA STANDARDS FOR ADULT CORRECTIONAL INSTITUTIONS

Food Service

2-4238

There is documentation that the nationally recommended dietary allowance is reviewed by a registered dietician on at least an annual basis to ensure that the food allowances required for basic nutrition are met. Menu evaluations are conducted at least quarterly by institution Food Service supervisory staff to verify adherence to the established basic daily servings. (Mandatory)

Discussion:

The institution should be able to document that its Food Service meets or exceeds the dietary allowances as stated in the Recommended Dietary Allowances, National Academy of Sciences. An institution that follows this system of dietary allowances, as adjusted for age, sex and activity, ensures the provision of a nutritionally adequate diet. Documentation of menus that are actually served is maintained on a quarterly basis as verification of providing a nutritionally adequate diet. The signature of a certified dietician on the menus indicates official approval of nutritional adequacy.

2-4239

When required by statute, food products that are grown or produced within the system are inspected and approved by the appropriate government agency; there is a distribution system that ensures prompt delivery of foodstuff to institution kitchens. (Essential)

Discussion:

Many correctional systems grow or produce a portion of their food. All such foodstuff should meet, or surpass, government inspection levels. The distribution system ensures that the foodstuff is delivered when fresh and in a condition for optimum food service.

2-4240

Written policy and procedure require that Food Service staff develop advanced, planned menus and substantially follow the schedule; and that in the planning and preparation of all meals, food flavor, texture, temperature, appearance and palatability are taken into consideration. (Essential)

Discussion:

All menus, including special diets, should be planned, dated, and available for review at least one week in advance. Notations should be made of any substitutions in the meals actually served, and these should be of equal nutritional value. A file of tested recipes adjusted to a yield appropriate for the size of the facility should be maintained on the premises. Food should be served as soon as possible after preparation and at an appropriate temperature. Clinical diets should be approved by a registered dietician and documented accordingly.

2-4241

Written policy and procedure provide for special diets as prescribed by appropriate medical or dental personnel. (Mandatory)

Discussion:

Therapeutic diets should be available upon medical authorization. Specific diets should be prepared and served to inmates according to the orders of the treating physician or dentist, or as directed by the responsible health authority official. Medical diet prescriptions should be specified and complete, furnished in writing to the Food Service manager, and rewritten monthly. Special diets should be kept as simple as possible and should conform as closely as possible to the foods served other inmates.

2-4242

Written policy and procedure provide for special diets for inmates whose religious beliefs require the adherence to religious dietary laws. (Essential)

Discussion:

Religious diets should be approved by the chaplain. Religious diet prescriptions should be specific and complete, furnished in writing to the Food Service manager, and rewritten monthly. Special diets should be kept as simple as possible and should conform as closely as possible to the food served other inmates. (See related standard 2-4468.)

2-4243

A full-time staff member, experienced in Food Service management, supervises Food Service operations. (Essential)

Discussion:

This staff member should have the resources, authority and responsibility to provide for the institution complete food service which includes three meals a day that are nutritionally adequate, palatable and attractive, and which are produced under sanitary conditions, at reasonable costs. The Food Service manager should have a minimum of three years experience in Food Service management.

2-4244

Written policy and procedure provide for adequate health protection for all inmates and staff in the institution, and inmates and other persons working in the Food Service with the following requirements:

A preassignment medical examination of all persons involved in the preparation of food, and periodic examinations thereafter, is conducted to ensure freedom from diarrhea, skin infections and other illnesses transmissible by food or utensils; all are conducted in accordance with local requirements regarding restaurant and Food Service employees in the community.

When the institution's Food Services are provided by an outside agency or individual, the institution has written verification that the outside provider complies with the state and local regulations regarding food service.

All food handlers are instructed to wash their hands upon reporting to duty and after using toilet facilities.
(Mandatory)

Discussion:

At a minimum, all Food Service personnel should be in good health and free from communicable disease and open infected wounds; have clean hands and fingernails; wear hairnets or caps; wear clean, washable garments; and employ hygienic food handling techniques.

2-4245

Toilet and wash basin facilities are available to Food Service personnel and inmates in the vicinity of the food preparation area.
(Essential)

Discussion:

Ready access to toilet and wash basin facilities should be available to all persons in the Food Service and food preparation area in order to ensure that health and safety standards are adhered to.

2-4246

There is documentation by an independent, outside source that Food Service facilities and equipment meet established governmental health and safety codes; corrective action is taken on deficiencies, if any. (Mandatory)

Discussion:

Food Service facilities and equipment should meet all standards and requirements set by qualified professional and/or government bodies. In the event local and/or state codes are not applicable, the requirements of the National Fire Protection Association Life Safety Code (current edition) and the Handbook of the American Society of Heating, Refrigeration and Air Conditioning Engineers apply. Food Service personnel should be trained in accident prevention, first aid, use of safety devices, floor care, knife storage, and use of fire extinguishers. They should attend regular meetings to discuss accident prevention and analyze major accidents to prevent recurrence. (See related standard 2-4255)

2-4247

There are sanitary, temperature-controlled storage facilities for the storage of all foods. (Essential)

Discussion:

Suitable storage facilities should be available so that shelf goods can be stored at temperatures of 45 to 80° Fahrenheit, refrigerated foods maintained at 35-40° Fahrenheit, and frozen foods kept at 0° Fahrenheit or below.

2-4248

Written policy and procedure require weekly inspections of all Food Service areas including dining and food preparation areas, and equipment. Refrigerator and water temperatures are checked on a daily basis by administrative, medical or dietary personnel. (Mandatory)

Discussion:

Areas and equipment related to all food preparation such as ranges, ovens, refrigerators, mixers, dishwashers, garbage disposals, etc., require frequent inspections to ensure their sanitary and operating condition.

2-4249

Written policy and procedure provide that meals are served under conditions that minimize regimentation, although there should be direct supervision by staff members. (Essential)

Discussion:

Cafeteria facilities are preferable to inmate waiter service. The dining area should provide normal group eating facilities, and conversation should be permitted during dining hours. When possible, there should be "open" dining hours, thus eliminating traditional waiting lines and forced seating by housing unit, shop assignment, etc. Full cutlery services should be provided based on a control system. All meals should be served under the direct supervision of staff to ensure that favoritism, careless serving, and waste are avoided. (See related standard 2-4143)

2-4250

Space is provided for group dining except when security or safety considerations justify otherwise (Essential)

Discussion:

Although dining arrangements will vary depending on the size and design of the facility, meals should not be served in cells unless it is necessary for purposes of safety and security. When a meal must be served in a cell, a small table or shelf and some type of seating should be provided.

2-4251

Written policy requires that at least three meals, of which two are hot meals, are provided at regular meal times during each 24-hour period, with no more than 14 hours between the evening meal and breakfast. (Essential)

Discussion:

When inmates are not routinely absent from the institution for work or other purposes, at least three meals should be provided at regular times during each 24-hour period. Provided basic nutritional goals are met, variations may be allowed based on weekend and holiday Food Service demands.

2-4252

Written policy precludes the use of food as a disciplinary measure. (Essential)

Discussion:

All inmates and staff, except those on special medical or religious diets, should eat the same meals. Food should not be withheld, nor the standard menu varied, as a disciplinary sanction for an individual inmate. This standard does not preclude rewarding groups of inmates with special foods in return for special services or under special circumstances. Food not prepared on a regular basis may also be used based on seasonal food patterns. (See related standards 2-4233)

2-4253

Written policy and procedure require that accurate records are maintained of all meals served. (Essential)

Discussion:

A uniform system should be established to record the number, cost, and type of meals served inmates, employees, guests, and visitors. Such records are required for fiscal accounting, dietary purposes, and budget planning. Employees, guests, and visitors should be served the same food inmates are served. Food Service records should include published menus, information on waste, food costs and nutritional accounting, and notation of food products raised or produced in the system.

2-4253

The Food Service operation uses budgeting, purchasing, and accounting practices that include, but are not limited to the following systems:

Food expenditure cost accounting designed to determine cost per meal per inmate

Estimation of Food Service requirements

Purchase of supplies at wholesale prices and under other favorable conditions, when possible

Determination of and responsiveness to inmate eating preferences

Refrigeration and storage of food, with specific storage periods. (Essential)

Discussion:

The Food Service operation should follow written budgeting, purchasing, and accounting procedures to ensure nutritional and economical meals and minimum waste.

**FOOD SERVICE EQUIPMENT
CLEANING PROCEDURES**

STAFF MEETING FORMAT

Monthly Staff Meeting Format

I. Attendance

- A. Present: Individuals actually in attendance at meeting
- B. Absent: List Food Service Staff not in attendance and why.

II. Personnel

- Include vacancies
- Anticipated vacancies
- Any new hires - Name, title, start date

III. Areas of Interest

- A. Comments on upcoming events or projects, new menu ideas, recipes
- B. Status of items discussed at previous meetings.
- C. Awards and presentations to staff

IV. Physical Plant & Equipment

- Include major equipment purchases, anticipated purchases, needs - forward to FSO
- Status of work orders and projects

V. Inmate Workforce

- A. Status of present workforce
- B. New hires / terminations
- C. Performance evaluations

VI. Medical Diets / Alternative Entrees

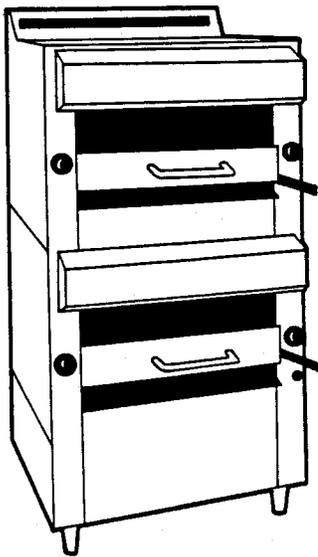
- Status, problems, concerns
- Updated list of inmates on diets
- Report from Diet Cook

VII. Open Discussion

CLEANING PROCEDURES AND SANITATION FOR FOOD SERVICE EQUIPMENT

STACK OVENS

Clean Weekly
...Or As Required



INTERIOR

1. If not used during day, preheat oven to 150 degrees
Turn heat off.
2. If used, while oven is still warm, spray with a
greasecutting solution or oven clean and let soak in
completely.
3. Let solution stand on food particles for two to five
minutes to permit chemical action to take place.
4. Baked on grease or carbonized food particles may
have to be loosened with a stiff brush or scraper.
5. Use a damp cloth to pick up dissolved and loosened
food and soil particles.
6. Rinse wipe with clear water. Let air dry.

EXTERIOR

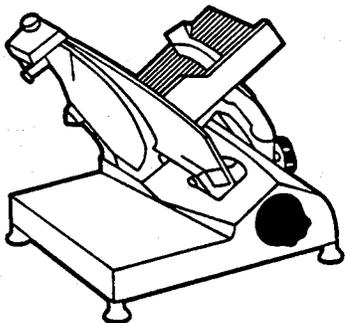
1. Spray the outside of the oven with a greasecutting
solution or oven cleaner.
2. Use a damp cloth to pick up the dissolved and
loosened food and soil particles.
3. Rinse wipe with clear water.
4. Wipe dry with a clean dry cloth or paper towels.
5. Keep the sides, front, and back of the oven at all
times to avoid odors.

CLEANING PROCEDURES AND SANITATION FOR FOOD SERVICE EQUIPMENT

MEAT OR FOOD SLICER

Clean And Sanitize

...After Each Use Period



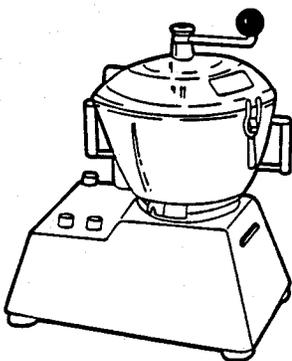
TO CLEAN and SANITIZE

1. Wash all removable parts in a hot soapy solution.
2. Rinse with clear water.
3. Sanitize by dipping parts into an iodine solution or chlorine solution in warm water.
4. Let air dry.
5. Use a long handled brush or thick cloth pad to clean stationary parts of the slicer.
BE CAREFUL OF THE BLADE
6. To sanitize stationary parts, wipe with the iodine or chlorine solution.

***DO NOT LET WATER GET INTO MOTOR**

VERTICAL CUTTER-MIXER

Clean and Sanitize Daily



TO CLEAN and SANITIZE

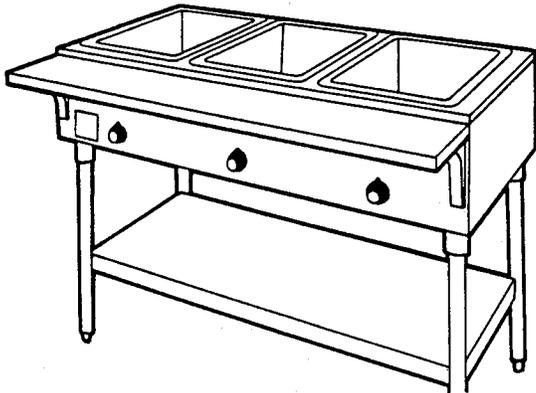
1. Take out removable parts and the cover. Wash in pot and pan sink using a hot soapy solution.
2. Rinse with clear water and dip in sanitizing solution. Allow to air dry.
3. Fill bowl half full with a hot soapy solution. Brush clean inside and outside of bowl. Wipe clean all other surfaces.
4. Tip bowl to remove solution, rinse with clear water, and fill with warm sanitizing solution. Rinse all surfaces with this solution, tip bowl to remove solution, and wipe dry inside.

***ALWAYS DISCONNECT ELECTRICAL POWER AND USE SAFETY GLOVES.**

CLEANING PROCEDURES AND SANITATION FOR FOOD SERVICE EQUIPMENT

STEAM TABLES

Clean Daily
De-Lime As Necessary



TO CLEAN

1. Remove food containers to refrigerated storage as soon as serving is completed. Turn off steam or heat; drain all steam wells before cleaning.
2. Brush wash all surfaces with a hot soapy solution. This includes top, back board, hoods (if any), front, and sides. If baked on foods are stubborn, use a scraper to remove them.
3. Rinse with hot water and wipe dry.

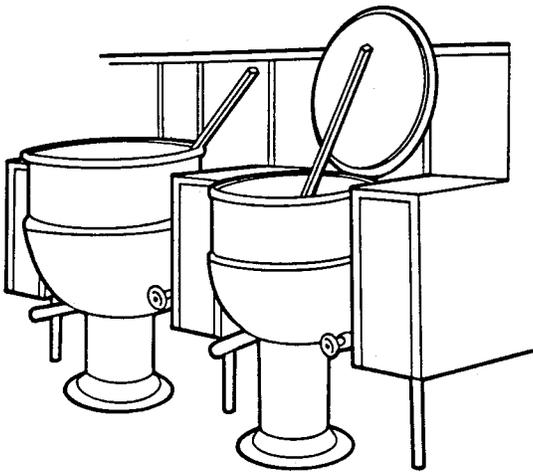
TO DE-LIME (Once a week and as needed)

1. Fill steam wells with water and add descaler.
2. Turn on steam or heat and allow solution to remain until all lime scale has been removed. Heavy lime scale might require light brushing.
3. Turn steam or heat off, drain steam wells, and thoroughly flush with hot water. Wipe dry.

CLEANING PROCEDURES AND SANITATION FOR FOOD SERVICE EQUIPMENT

KETTLES—STEAM JACKETED

Clean Daily
De-Lime As Necessary



TO CLEAN

1. Flush the kettle with warm water immediately after use, allow to drain.
2. Close valve. Fill kettle one quarter full with hot water. Add cleaner. Brush wash all surfaces inside and out. Use the proper brush or pad to clean the draw off pipes and outlet valves as the solution is draining. Scrub the adjacent piping, braces, legs and valves.
3. Rinse all surfaces with clear hot water.

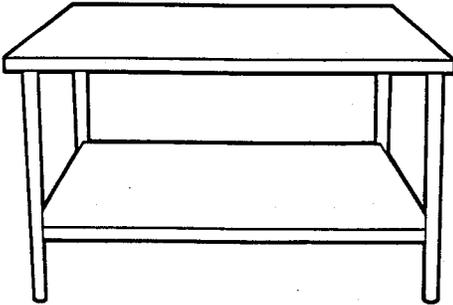
TO DE-LIME (Once a week or as needed)

1. Fill the kettle with warm water to just above the normal liquid level. Turn on steam or heat.
2. While the water is heating, add descaler.
3. Bring water to a near boil. Brush wash all surfaces above the liquid level as well as outside surfaces if scale has developed. Allow the hot solution to stand in the kettle for one hour, brushing above the liquid level occasionally during this soaking period.
4. Open drain valve and brush off all loosened scale and film as the kettle empties.
5. Rinse all surfaces with hot water.

CLEANING PROCEDURES AND SANITATION FOR FOOD SERVICE EQUIPMENT

STAINLESS STEEL SHELVING, COUNTERS, AND TABLES

Clean Daily
De-Lime Weekly



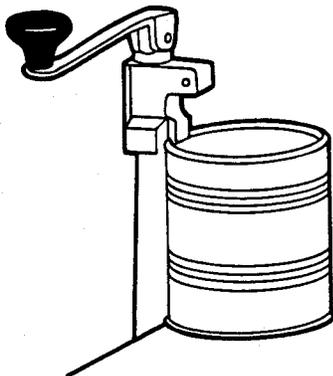
FOOD CARTS

Clean Daily
De-Lime As Required



CAN OPENERS

(Manual Bench Type)
Clean And Sanitize Daily



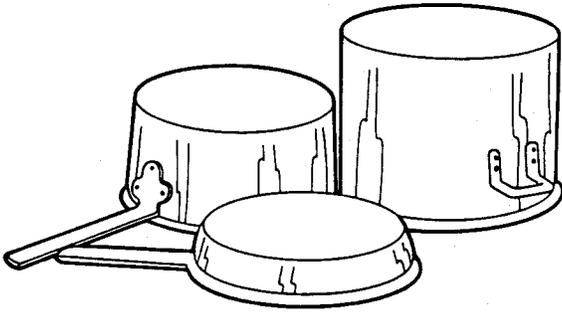
1. Brush or wipe off loose particles. Clean out corners.
2. Wipe with a hot soapy solution. Be sure to get into corners, under shelves and brackets, and into seams and joints.
3. Wipe with a clean cloth.
4. When water spots, streaks, or dulling lime haze appear on the carts, apply a solution of descaler. Allow solution to soak until haze or streaks are removed.
5. Rinse with clear water and wipe dry.

1. Wipe spills or splashed food immediately
2. Clean with hot soapy solution top surfaces, shelves, legs and brackets.
3. Rinse with clear water and wipe dry.
4. To remove scale, wipe with a descaling solution.
5. Rinse with clear water
6. Wipe with a clean dry cloth
7. Polish once a week with stainless steel polish.

1. Remove the opener by lifting the shank out of the base
2. Soak the shank assembly in a hot soapy solution. Scrub parts with a stiff brush. Pay particular attention to the blade and the can holding mechanism.
3. Rinse with clear water and sanitize with an iodine or chlorine solution.
4. Scrub the base with the a soapy solution. Lubricate regularly.
5. Once a month, remove the base from the mounting to clean and sanitize that area.

CLEANING PROCEDURES AND SANITATION FOR FOOD SERVICE EQUIPMENT

POTS AND PANS (Manual Washing) Wash After Each Use



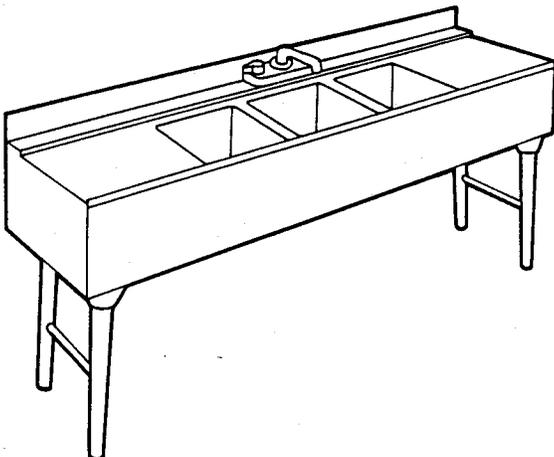
The Three Sink System must be used.

1. In sink No. 1. (Wash Sink), prepare with hot soapy solution. Sink No. 2 (Rinse Sink), is a clear, hot water rinse. In Sink No. 3 (Sanitizing Sink), prepare a solution of chlorine or iodine solution.
2. Pre-soak/Wash. Scrape excess soil and food particles from pots and pans. Soak for as long necessary to loosen particles. Do not clutter area with pots and pans soaking with solutions.
3. Scrub all surfaces, not only food surfaces. Remove from wash, letting soap solution run back into wash sink.
4. Immerse in Rinse sink. Remove from rinse, letting water run back into rinse sink.
5. Immerse in Sanitizing Sink for at least three minutes and invert on drain board. Let air dry on drying rack. Do not wipe dry.

CHANGE WATER WHEN IT BECOMES COOL OR DIRTY

WASH TANKS

Clean...At The End Of
Each Work Period
De-Lime As Required



TO CLEAN

1. Fill all sinks to a low level with a hot soapy solution. Brush wash inside and outside of all sinks, drain table, splash backs, and strainers.
2. Drain and rinse all the sinks.

TO DE-LIME

1. After the sinks have been cleaned, wash with a warm solution of descaler. Scrub heavy scale deposits with light brushing.
2. Follow with a clear water rinse.

CLEANING PROCEDURES AND SANITATION FOR FOOD SERVICE EQUIPMENT

WALK-IN REFRIGERATORS

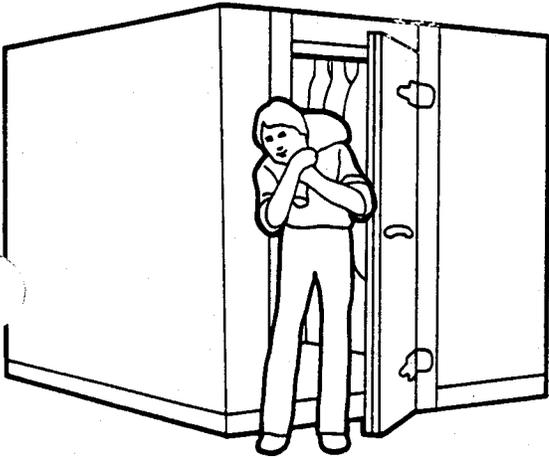
Clean Daily

Clean And Sanitize Weekly

FREEZERS

Clean Daily

Clean And Sanitize Monthly

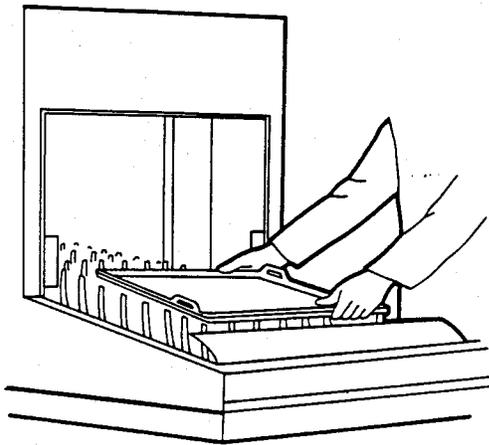


1. Wipe spills immediately so they will not make cleaning more difficult and create unnecessary hazards.
2. Pick up scraps and particles as they occur; damp mop the floors with a warm soapy solution. **DO NOT DAMP MOP FREEZERS!**
3. Remove contents one shelf at a time to another refrigerator or onto another shelf.
4. If cleaning a freezer, adjust temperature to above freezing (32 degrees). Return to 0 degrees or below after completing cleaning.
5. Wipe surfaces with a warm soapy solution. Scrub shelves, braces, hooks, walls, and floors to remove stubborn stains.
6. Rinse with clear water
7. Sanitize the entire shelving areas, walls, ceiling and floor with an iodine or chlorine solution to destroy odors and prevent the development of mold.
8. Wipe up excessive moisture with a clean cloth. Air dry.
9. Return food to walk in.

CLEANING PROCEDURES AND SANITATION FOR FOOD SERVICE EQUIPMENT

REMOVABLE HOOD FILTERS

Weekly . . . Or As Needed



MANUAL METHOD

1. Remove filters to the pot and pan sink and soak in hot soapy solution or greasecutting solution. The hotter the water, the faster the grease will be loosened for removal from the filter. Flush filters thoroughly under hot water tap water to remove cleaning solution and grease.
2. Stack on the drain boards to air dry. Replace back in the hood.

DISHMACHINE METHOD

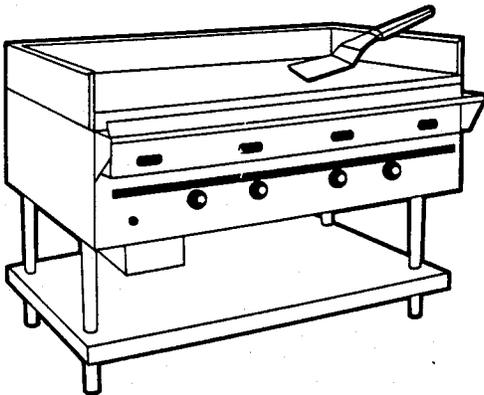
1. After the dishes are washed for the day, remove the filters and place in dishmachine. Make sure the filters will go through the machine easily without jamming.
2. Lay each filter flat in a dish rack or on conveyor. Do not stack them. Put each through the full wash and rinse cycle.
3. Examine each filter as it comes out of the machine. If not thoroughly clean, run them through again.
4. Stack filters on drain board until dry, then replace back in the hood.

Wipe the interior and exterior of the hood daily with hot soapy solution or greasecutting solution. Polish exterior surfaces once a week. Replace damaged or broken filters. Clean light fixtures daily.

CLEANING PROCEDURES AND SANITATION FOR FOOD SERVICE EQUIPMENT

GRILLS AND GRIDDLES

Clean Daily

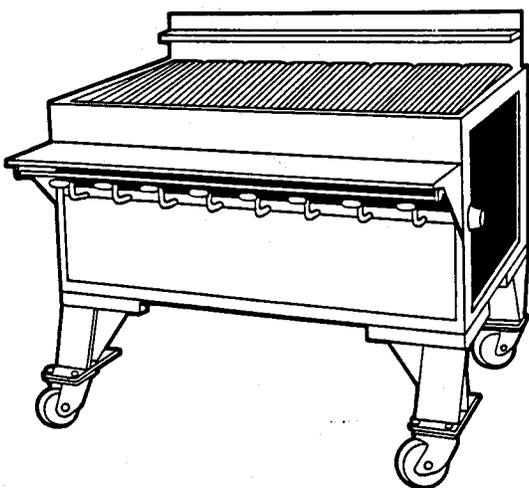


1. Scrape all loose soil and food particles from the surfaces as soon as the equipment is cool enough to work with.
2. While the surface is still warm, (120 degrees) spray with full strength greasecutter. Allow it to penetrate the soil. Clean the edges and sides of the griddle.
3. Scrape off the loosened soil and food particles and wipe rinse with a wet cloth.
4. Empty and wash the scrapings trough and replace it
5. Thoroughly clean the inside walls, outside walls, sides of the griddle and legs with a soapy solution or greasecutter solution.
6. Brush the surface of the griddle lightly with a food grade vegetable oil.

BROILER

Clean Interior Daily

Clean Exterior Weekly



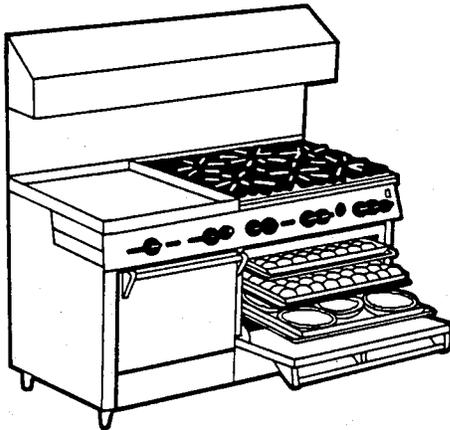
1. When the unit is cool enough to handle, remove drip pans, racks, etc., to the pot sink for soaking, scrubbing, and rinsing.
2. Spray interior surfaces with a greasecutting solution. Allow five minutes for the cleaning solution to soak into and soften the soil and food particles. On heavily soiled or baked on grease areas, scrub with a stiff brush.
3. Use a damp cloth to pick up dissolved and loosened particles.
4. Rinse with clear water. Let air dry and reassemble.
5. Spray the outside of the broiler with a greasecutter.
6. Remove loosened soil with a damp cloth.
7. Rinse with clear water and wipe dry.

CLEANING PROCEDURES AND SANITATION FOR FOOD SERVICE EQUIPMENT

BAKE OVENS

Clean Weekly

...Or As Required

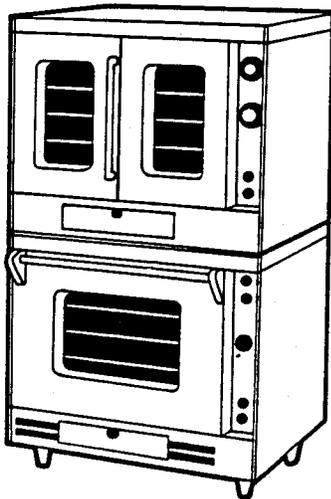


1. Scrape all loose soil and food particles from the surfaces as soon as the equipment is cool enough to work with.
 2. While the surface is still warm, (120 degrees) spray with full strength greasecutter. Allow it to penetrate the soil. Clean the edges and sides of the griddle.
 3. Scrape off the loosened soil and food particles and wipe rinse with a wet cloth.
 4. Empty and wash the scrapings trough and replace it
 5. Thoroughly clean the inside walls, outside walls, sides of the griddle and legs with a soapy solution or greasecutter solution.
 6. Brush the surface of the griddle lightly with a food grade vegetable oil.
-
1. When the unit is cool enough to handle, remove drip pans, racks, etc., to the pot sink for soaking, scrubbing, and rinsing.
 2. Spray interior surfaces with a greasecutting solution. Allow five minutes for the cleaning solution to soak into and soften the soil and food particles. On heavily soiled or baked on grease areas, scrub with a stiff brush.
 3. Use a damp cloth to pick up dissolved and loosened particles.
 4. Rinse with clear water. Let air dry and reassemble.
 5. Spray the outside of the broiler with a greasecutter.
 6. Remove loosened soil with a damp cloth.
 7. Rinse with clear water and wipe dry.

CLEANING PROCEDURES AND SANITATION FOR FOOD SERVICE EQUIPMENT

ROTARY OVENS

Clean Weekly
...Or As Required



INTERIOR

1. While oven surfaces are still warm, spray with a grease cutting solution and let soak in completely.
2. Let solution stand on soil for two to five minutes to permit cleaning action to take place.
3. Baked on grease or carbonized food soil may have to be loosened with a stiff brush or scraper.
4. Use a damp cloth to pick up dissolved and loosened food particles.
5. Wipe rinse with clear water; let air dry.

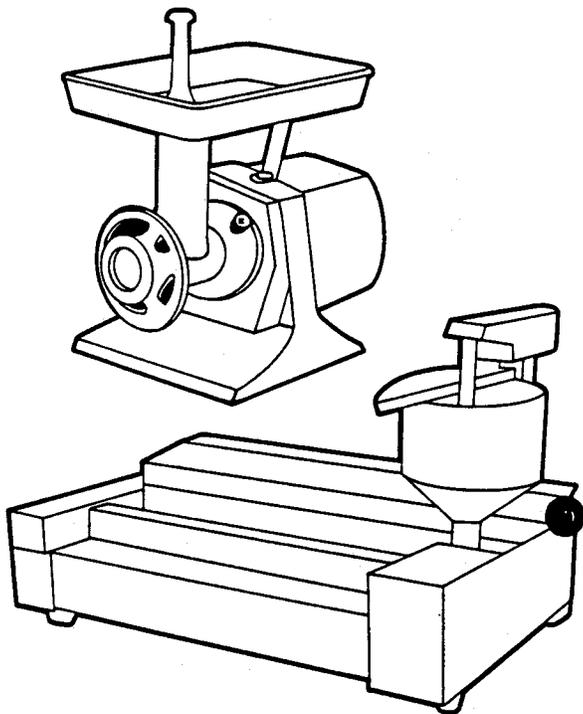
EXTERIOR

1. Spray the outside of the oven with a greasecutter solution.
2. Use a damp cloth to pick up the dissolved and loosened soil particles.
3. Wipe rinse with clear water.
4. Wipe dry with a clean, dry cloth or paper towels.
5. Keep sides, front, and back of the oven clean at all times to avoid odors.

CLEANING PROCEDURES AND SANITATION FOR FOOD SERVICE EQUIPMENT

VEGETABLE CUTTER FOOD CHOPPER

Clean And Sanitize
...After Each Use Period



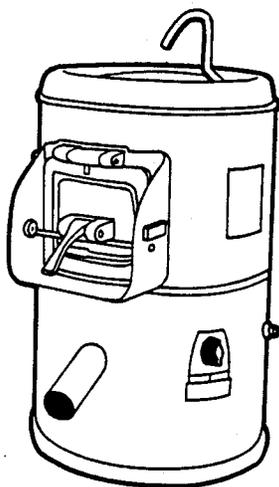
TO CLEAN and SANITIZE

1. Disassemble and wash all removable parts in hot a soapy solution in the pot and pan sink. Flush with tap water to remove loose food particles.
2. Rinse thoroughly with clear water.
3. Dip all parts in a sanitizing solution. (Iodine or chlorine solution)
4. Wipe stationary parts with a hot soapy solution. Sanitize by wiping with a sanitizing solution.

***ALWAYS DISCONNECT ELECTRICAL POWER AND LEAVE BLADE GUARD IN PLACE UNTIL READY TO CLEAN THE BLADE.**

VEGETABLE PEELER

Clean And Sanitize Daily



TO CLEAN and SANITIZE

1. Remove lid, abrasive discs, perforated strainer, and stopper. Flush with cold water. Clean peel traps.
2. Wash all removable parts in pot an pan sink with a hot soapy solution. Wash inside and outside surfaces with a long handled brush.
3. Rinse all parts with clear water.
4. Sanitize parts by rinsing with a sanitizing solution and allow to air dry.

CLEANING PROCEDURES AND SANITATION FOR FOOD SERVICE EQUIPMENT

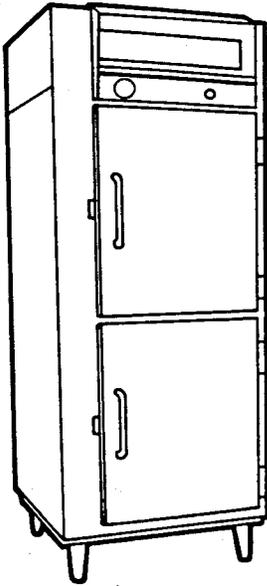
REFRIGERATORS

(Reach-In Type)

Clean Exterior Daily

Clean and Sanitize Interior Weekly

...Or As Required

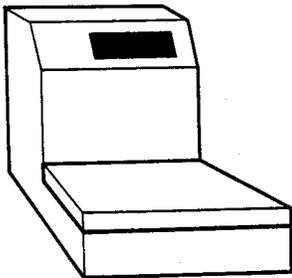


1. Remove contents to a protected storage area.
2. Remove shelving and loose equipment to pot sink area
3. Wash with a hot soapy solution
4. Rinse with clear water
5. Sanitize with an iodine or chlorine solution and air dry
6. Wash inside walls, top and bottom of interior, corners, doors, gaskets, hinges, and latches with a hot soapy solution.
7. Allow to air dry
8. Clean floor drain or floor sink with a chlorine solution to help prevent the development of mold and odor producing bacteria.
9. Return shelving and contents.
10. Clean exterior daily, wiping down all heavily soiled exterior surfaces with a warm soapy solution. Wipe dry with a clean cloth. Surfaces must be free of smudges and fingerprints.
11. Wipe and polish once a week if surface is stainless steel.
12. Once a month, vacuum or dust the compressor, condensor coils, motor, and related areas.

CLEANING PROCEDURES AND SANITATION FOR FOOD SERVICE EQUIPMENT

COUNTER SCALES

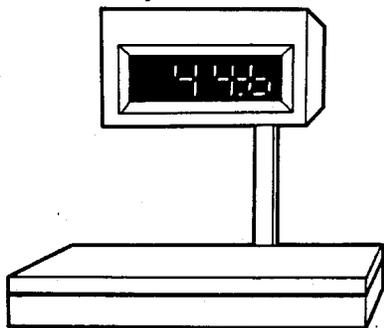
Clean And Sanitize Daily



1. Wash surface areas with a warm soapy solution
2. Sanitize with an iodine or chlorine solution
3. Rinse with clear water
4. Wipe dry

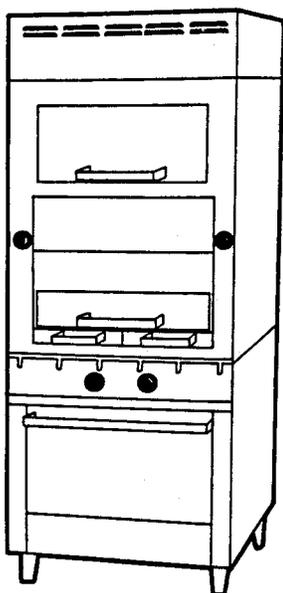
PLATFORM SCALES

Clean Weekly



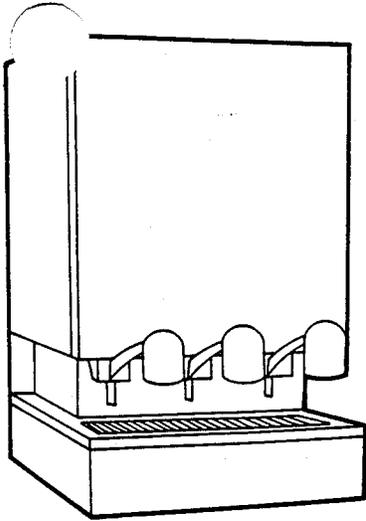
1. Brush all loose soil and food particles from all surfaces
2. Clean all surface areas and frame with a warm soapy solution
3. Sanitize with an iodine or chlorine solution
4. Rinse with clear water
5. Wipe dry

ICE MACHINES



1. Clean exterior surfaces with a warm soapy solution
2. Clean exterior vents daily
3. Defrost and drain ice machines once a week
4. Wipe interior with a warm soapy solution
5. Clean drain plugs making sure there are no obstructions
6. Rinse thoroughly, replace plug
7. Polish exterior once a week.

CLEANING PROCEDURES AND SANITATION FOR FOOD SERVICE EQUIPMENT



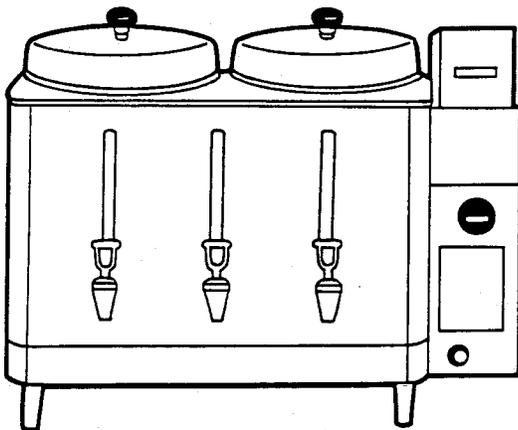
MILK DISPENSERS Clean Daily

1. As soon as the unit is empty, scrub out the dispenser with a warm soapy solution.
2. Rinse with clear water.
3. Scrub handles and door gaskets, removing mildew and soil. Rinse with clear water.
4. Clean the outside with a warm soapy solution. Rinse, wipe dry.
5. Polish with a clean dry cloth once a week.

Note: All milk dispensers and containers are highly susceptible to bacteria growth and must be kept immaculately clean and sanitary at all times.

COFFEE MAKERS (Rosander Type)

Clean Interior and
Exterior Daily
De-Lime As Required



1. Flush the unit thoroughly with fresh water to remove loose particles.
2. Remove covers, brewing change container, and coffee container to pot and pan sink for cleaning with a hot soapy solution.
3. Scrub reservoir, ports, and gauges with the hot soapy solution.
4. Drain and flush thoroughly with clear, hot water to remove all trace of the cleaning solution.
5. Clean the exterior by wiping the outside with the soapy solution.
6. Wipe dry and polish with a clean dry cloth.
7. Spray with stainless steel polish once a week.
8. Descale weekly or as needed. Add descaler to the water in the water tank.
9. Allow to soak for one hour with the heat on. Brush surfaces to be descaled during the soak period.
10. After the soak, turn off the heat and water supply. Drain all the solution from the water tank. Rinse thoroughly.
11. Open the water supply valve and fill the tank. Turn heat on.
12. Run coffee maker through two cycles without coffee to rinse out valves and water lines. Drain the rinse water.

INMATE JOB DESCRIPTIONS

INMATE POSITION DESCRIPTIONS

Each Food Service Manager is to provide an inmate job description for every job in the food service unit. The job description is to be the format of the sample provided.

Each inmate shall be provided with a job description for each position assigned. During the training or orientation, the supervisor shall thoroughly and in detail, review the job description with the inmate in order that the inmate understands and acknowledges the duties and responsibilities of the position.

DEPARTMENT OF PUBLIC SAFETY

SAMPLE

INMATE POSITION DESCRIPTION

JOB TITLE: Morning Dish washer
SHIFT: 0430 - 1230

FACILITY: Halawa Medium Kitchen
REPORTS TO: Shift Supervisor

PRIMARY DUTIES: Responsible for the entire dish washing operation
STANDARDS: Must wear shoes; hat or hair net at all times.

* Set up dish machine by following the procedures instructed by the shift supervisor or the manufacturers representative to include the proper filling of the tanks with water, turning on the heat and making sure that all drains are closed.

- * Set up tray racks, mug racks and pans for soiled flatware
- * Check soap and rinse levels as instructed; fill as needed or alert shift supervisor of low levels.
- * Prepare soiled trays, flatware, bowls and mugs by pre rinsing and scrapping all loose food particles
- * Load trays, mugs, bowls and flatware onto racks to run through dish machine
- * Unload cleaned items from racks ; set aside for drying ; stack when adequately dried
- * Sort flatware, place into proper receptacles
- * Return dried trays to proper storage racks
- * Empty trash containers, rinse containers, place new trash liner
- * Remove trash to trash area
- * After the meal, clean drain trays, spray arms and curtains as instructed; drain water
- * Remove food particles and debris from inside of machine
- * Wipe down sides, and top of the machine - POLISH EXTERIOR OF MACHINE ONCE A WEEK
- * Wipe down counters, tables
- * Sweep and mop floor
- * Clean floor drains and sinks
- * Clean and wipe down utility carts
- * Cleans walls once a week
- * Keeps entire area free of debris
- * Keeps entire area orderly and free of clutter
- * Reports any breakdown of equipment to shift supervisor

This position description in no way limits the worker to the above duties. It is merely a guideline to assist the worker in performing his duties with minimum supervision. It is the discretion of the shift supervisor or food service manager to change or assign duties other than described above as needed.

POST ORDERS

POST ORDERS

Each Food Service Manager is to co-ordinate with the Chief of Security of the facility any post orders to conform with the operation of food services and security.

A copy of the signed post order is to be inserted in this portion of the Food Service Manual. It is the responsibility of the Food Services Manager to remove outdated post orders and to insert changes and updated post orders in this section.