

<b>ALAMEDA COUNTY SHERIFF'S OFFICE</b>  <b>DETENTION AND CORRECTIONS</b>  <b>POLICY AND PROCEDURE</b>	<b>NUMBER:</b> 14.01	<b>PAGES:</b> 1 of 6
	<b>RELATED ORDERS:</b> ACA 4-ALDF-4A-03, 4A-04, 4A-05, 4A-06, 4A-07, 4A-08, 4A-11, 4A-12, 4A-13, 4A-15, 4A-16	
	<b>ISSUED DATE:</b> July 1, 1989	
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	<b>REVISION DATE:</b> September 1, 2012	
<b>CHAPTER:</b> Food Service	<b>SUBJECT:</b> Food Service Program	

- I. **PURPOSE:** To describe management of the Food Service Program.
  
- II. **POLICY:** It shall be the policy of the Detention and Corrections Division to contract with an outside vendor to provide an adequate food service program for Glenn E. Dyer Detention Facility and Santa Rita Jails. All contracts entered into, will specify that the food service program is managed by a full time Food Service Manager who is experienced in food service management and has at least three years experience in this area. The Food Service Manager shall have the resources, authority and responsibility to provide complete food service, including three nutritionally adequate, palatable and attractive meals a day, produced under sanitary conditions and at reasonable costs.
  
- III. **PROCEDURE:**
  - A. **BUDGETING, PURCHASING AND RECORD KEEPING:**
    1. The Food Service Manager will maintain records of budgeting, purchasing and accounting, which will include the following:
      - a. Food expenditure cost accounting designed to determine the cost per meal, per inmate
      - b. Estimation of food service requirements
      - c. Purchase of supplies at wholesale and other favorable prices and conditions, when possible
      - d. Determination of and responsiveness to inmate eating preferences
      - e. Refrigeration of food, with specific storage periods

f. Accurate records maintained of all meals served.

2. The Food Service Manager will maintain a uniform system to record the number, cost and type of meals served to inmates, employees, guests, and visitors. The records will be required for fiscal accounting, dietary purposes and budget planning. Food service records will include published menus, information on waste, food costs, and nutritional accounting.

B. MENU PLANNING:

1. Food Service Manager will ensure a planned menu is substantially followed, and that planning and preparing all meals takes into consideration food, flavor, texture, temperature, appearance, and palatability.
2. All menus, including special diets, will be planned, dated and available for review at least five weeks in advance of their use.
3. Substitutions in the meals actually served will be noted and will be of equal nutritional value.
4. A file of tested recipes, adjusted to a yield appropriate for the facility's size, will be maintained by the Food Service Manager.
5. Food will be served as soon as possible after preparation and at an appropriate temperature.
6. Clinical diets will be approved by a qualified nutritionist or dietician and documented accordingly.

C. DIETARY ALLOWANCES:

1. The Food Service Manager will ensure the facilities' dietary allowances are reviewed at least annually, by a qualified nutritionist or dietician, to ensure they meet the nationally recommended allowances for basic nutrition, and maintain a record of the review. Menu evaluations shall be conducted at least quarterly for facility food service supervisory staff, to verify adherence to the established basic daily servings.
2. Dietary allowances, as adjusted for age, sex and activity, should meet or exceed the recommended dietary allowances published by the National Academy of Sciences.

D. TRAINING:

1. The Food Service Manager, in conjunction with Inmate Services, will ensure his/her staff and the inmate workers are properly trained in the use of Kitchen

equipment and safety procedures in the Kitchen.

2. The Food Service Manager shall schedule and document regular meetings with food service personnel to discuss accident prevention, and analyze major accidents to prevent recurrence.
3. Inmate and civilian staff will be trained in the proper and safe operation of all equipment.
4. All safety training will be documented in training records. Retraining will occur annually, or as necessary.
5. In-service training will include, but not be limited to:
  - a. Accident prevention and proper lifting techniques.
  - b. Providing first aid for cuts and burns.
    - i. If the injury involves a Food Service employee, notify a Food Service Manager and a Kitchen deputy.
    - ii. If the injury involves an inmate, Sheriff's Agency employees, or any other person, notify a Kitchen deputy.
  - c. Equipment safety and maintenance.
  - d. Use of fire extinguishers.
  - e. Knife safety and count procedures.
  - f. Proper storage, preparation and service of food.
  - g. Proper sanitation and floor care.

E. INSPECTIONS:

1. There will be documentation by an independent outside source that food services facilities and equipment meet established governmental health and safety codes.
  - a. The Alameda County Environmental Health Agency will conduct annual and quarterly facility inspections, to ensure that all established governmental health and safety codes are met. Documentation of the inspections will be kept on file at the inspected facility.
  - b. If deficiencies are noted, corrective action will be taken. A report on all deficiencies, along with their corrections, will be placed with the original inspection report and kept on file.
2. The Food Service Manager will ensure that weekly inspections are conducted of all food service areas, including dining and food preparation areas, and all equipment.

3. The Kitchen Sergeant, or his or her designee, shall conduct a weekly inspection of the Kitchen and Officer's Dining Room (ODR). The results of this inspection shall be documented by completing the Weekly Kitchen Inspection Report. Copies will be sent to:
  - a. Food Service Manager
  - b. Fire/Life Safety Deputy
  - c. Facility Manager for Building Maintenance Department
  - d. Kitchen Sergeant
  
4. In conjunction with weekly inspections, daily reading and recordings of refrigeration and water temperatures shall be conducted by qualified food service employees and reviewed by food service management.
  - a. Shelf goods are to be maintained at 45 degrees to 80 degrees Fahrenheit, refrigerated goods at 32 degrees to 40 degrees Fahrenheit, and frozen goods at or below 0 degrees Fahrenheit.
  - b. Water temperature on final dishwasher rinse should be 180 degrees Fahrenheit or higher to ensure a surface temperature of 160 degrees Fahrenheit. A minimum water temperature of 140 degrees Fahrenheit is appropriate if a sanitizer is used on the final rinse.
    - i. Aramark personnel perform an AM dishwasher start-up each morning which involves testing the dishwasher's water temperature with a 160 degree Dishwasher Temperature Sensor Label. These labels change color to black when exposed to 160 degree, or higher, water temperatures. This procedure is performed by the AM shift only. The PM shift monitors the water temperature shown on the temperature gauge and records this temperature on the Dishwasher Temperature Sensor Log, but does not use a Dishwasher Temperature Sensor Label.
    - ii. After performing the AM testing procedure with a 160 degree Dishwasher Temperature Sensor Label, Aramark personnel attach the 160 degree Dishwasher Temperature Sensor Label to the Aramark's Dish Machine Temperature Log under the dishwasher's corresponding number. These logs are kept in the Large Scullery Room, room 461A, for the three dishwashers in the main Kitchen and in the storage room, off the ODR kitchen, for the dishwasher in the Officer's Dining Room.
  
5. Documentation of all inspections will be on file and maintained by the Food Service Manager and the Alameda County Sheriff's Office.

F. ADMINISTRATIVE KITCHEN DEPUTY:

The administrative kitchen deputy shall perform the following functions daily:

1. Each morning between 1000 and 1200 hours, the administrative kitchen deputy examines both Aramark's Dish Machine Temperature Logs, the log for the three dishwashers in the main Kitchen, located in room 461A, and the log for the one dishwasher in the Officer's Dining Room, for the attached Dishwasher Temperature Sensor Labels and the labels affixed under the current date.
2. The administrative kitchen deputy will ensure a separate Dishwasher Temperature Sensor Label is attached to the Dish Machine Temperature Log for each of the three, numbered, dishwashers in the SRJ Kitchen and on the other Dish Machine Temperature Log for the one dishwasher in the Officer's Dining Room. The deputy confirms the Dishwasher Temperature Sensor Labels have turned black and there is a Dishwasher Temperature Sensor Label attached to the logs for each of the four dishwashers and the labels are affixed under the current date.
  - a. If the Dishwasher Temperature Sensor Label has turned black, the dishwasher corresponding to that label is sanitizing within the correct temperature range and the deputy shall make an entry on the day's Kitchen's Shift Log to that affect. The deputy documents their name, badge number, time they observed the Dish Machine Temperature Logs, and the numbers of the dishwashers that showed to be functioning within the proper water temperatures.
  - b. If the Dishwasher Temperature Sensor Label has not turned black for one of the dishwashers, indicating the dishwasher is not sanitizing properly, the deputy shall:
    - i. Contact the on-duty Aramark manager and confirm the responsible dishwasher is removed from production until it can maintain the correct temperature.
    - ii. Immediately contact Building Maintenance Division dispatch, (extension 53450) to request the dishwasher be repaired.
    - iii. Advise the Kitchen sergeant of the situation, if he or she is available.
    - iv. Make an entry in the Kitchen's Shift Log documenting their name, badge number, time they observed the Dish Machine Temperature Log, and the time the dishwasher was removed from service.
  - c. If a Dishwasher Temperature Sensor Label is not attached to the Dish Machine Temperature Log under the current date for a dishwasher, the deputy shall contact the on-duty Aramark manager and have the dishwasher immediately removed from service until it has been tested. Once the dishwasher is tested,

the deputy follows steps F 2 (a) or F 2 (b).

G. KITCHEN SERGEANT:

The Kitchen sergeant shall be responsible for the following auditing functions and notifications.

1. The Kitchen sergeant reviews the Kitchen Shift Logs to ensure compliance with this policy and procedure.
2. If non-compliance issues are noted, the sergeant notifies the Projects lieutenant of the deviations and the steps taken to correct the matter.

H. HEALTH AND SAFETY REGULATIONS:

1. Adequate health protection for all inmates and staff in the facility, and inmates and other persons working in food service shall be maintained. As part of the health protection process, the Food Service Manager and the Alameda County Sheriff's Office will ensure the following:
  - a. When required by the laws and/or regulations applicable to food service employees in the community, all persons involved in food preparation will receive a pre-assignment medical examination and periodic re-examination to ensure freedom from diarrhea, skin infections and other illnesses transmissible by food or utensils. Examinations are to be conducted in accordance with local requirements.
  - b. All food handlers will be instructed to wash their hands upon reporting to duty, and after using lavatory facilities.
  - c. All persons working in food service will be monitored each day for health and cleanliness, by the Food Service Manager or his/her designee. Monitoring will include:
    - i. Cleanliness of hands and fingernails
    - ii. Ensuring that hair nets and/or caps are worn
    - iii. Ensuring that washable garments are worn
    - iv. Ensuring that all personnel employ hygienic food handling techniques
  - d. All food service personnel shall be in good health and free from communicable diseases and Open infected wounds.
2. The Food Service Manager shall provide the Alameda County Sheriff's Office with written verification that his/her parent agency complies with all local and state regulations regarding food service. This document will be kept on file by the Food Service Manager.