

# POLICY AND PROCEDURES

NUMBER: 1001

SUBJECT: Food Service Operations

ACA STANDARDS: 4-ALDF-4A-04, 05, 06, 08

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 4/1/86 REVISION DATE: 3/1/90, 9/97,  
3/00, 4/02, 5/05, 11/11



## I. POLICY

The St. Louis County Department of Justice Services shall ensure that the Food Service operations of the Justice Center is designed to combine various functions, thereby increasing the potential for a more efficient and productive operation.

## II. RESPONSIBILITIES

The St. Louis County Department of Justice Services' Superintendent of Operations and Food Service Manager are responsible for the following procedures.

## III. PROCEDURES

### A. Food Service Management

The Food Service Manager shall:

1. Ensure that all meals meet or exceed the dietary allowances recommended by the National Academy of Science.
2. Ensure that the facility's system of dietary allowances is reviewed annually by a qualified nutritionist.
3. Ensure that all menus including special and religious diets are planned and available for inspection at least one (1) week in advance. Menus will follow the patterns listed below:

Breakfast

Fruit or Juice

Cereal

Eggs/Meat

Toast Margarine

Beverage

Lunch

Meat/Poultry/Fish

Potato

Vegetable

Salad

Bread/Margarine

Dessert

Beverage

Dinner

Meat/Substitute

Vegetable

Salad

Bread/Margarine

Dessert

Beverage

Juice

4. Ensure meals are prepared with consideration given to flavor, texture, palatability and appearance and inmate eating preferences.
5. Ensure food is varied to avoid repetition.
6. Ensure foods are served quickly to avoid cooling; keep cold foods cold and hot foods hot.
7. Ensure seasonal foods are used when possible.
8. Conduct quarterly menu evaluations to ensure proper portion control.
9. Maintain accurate records of all meals served, including the number of staff and inmates served for budget planning.
10. Maintain additional records to include:
  - a. Menus, including special/religious diet meal rotation.
  - b. Inventories.
  - c. Requisitions.
  - d. Inspection records.
  - e. Food waste.
11. Ensure that food items are properly stored and refrigerated as required.
12. Accompany the County Public Health Inspector during inspections.
13. Conduct a weekly Food Service training session with your staff. All sessions will be logged with date, type of training and which staff attended.

B. Tool and Equipment Control

The Food Service Manager shall:

1. Provide for the control and storage of plastic knives, slicer/dicer blades and other sharp instruments. ([See Policy #827 Tool Control](#))

2. Ensure all other equipment, (i.e., mop bucket and wringers) or other utensils which can be used as weapons are properly stored and accounted for.
3. Ensure all kitchen equipment is maintained in excellent condition through preventive maintenance practices.
4. All reports concerning the break-down of any kitchen equipment will be sent to the Food Services Manager for repairs or replacements.

C. Inventory Control

The Food Service Manager shall:

1. Ensure that food products received from vendors are inventoried, inspected and properly stored. All food deliveries will be dated.
2. Ensure that dairy and bakery items are inspected for freshness and that expiration dates are adhered to.
3. Ensure that stock is inventoried monthly and that cyclical menus are prepared to ensure that there are no out-dated food items.
4. Conduct a regular inventory of special food items (food for special events, picnic, sick inmates, etc.) and submit a report to the Superintendent II of Operations regarding any discrepancies.
5. Ensure minimum food waste through creative meal planning to consume leftovers.

D. Kitchen Sanitation

The Food Service Manager shall:

1. Ensure that the Food Service area and equipment are kept clean at all times, and that the highest standards of health and sanitation are maintained.
2. Prevent safety and sanitation hazards by removing trash, garbage, grease and other waste when necessary and in an approved manner.

3. Ensure maintenance procedures are followed. ([See Policy #705 Facility Housekeeping](#))

E. Kitchen Safety

The Food Service Manager shall:

1. Ensure Food Service staff are trained in the safe operation of equipment as well as other safety practices and proper sanitation techniques.
2. Ensure that a Fire Evacuation Plan for the Food Service area is posted in a conspicuous place and that all Food Service staff are trained in emergency procedures.
3. Ensure that all accidents and injuries are reported and reviewed to determine causes and possible corrective safety measures. ([See Policy #129 Employee Injury/Reports](#)) .
4. Maintain a Food Service staff pass down log.
5. Ensure that all Food Service staff are trained in emergency procedures.

- F. Only the Department of Justice Services' food Services staff are permitted to use institutional kitchen equipment **Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.** No Department staff, including Food Service personnel, are permitted to use institutional kitchen equipment for reheating personal food items or the preparation of personal unprepared or raw items. Additionally, staff are not permitted to bring any food into the Justice Services' workplace in order to sell for a personal profit. Microwave ovens are available in staff dining areas for reheating and personal use. The preparation or reheating of food items for special events, e.g., retirements, volunteer banquets, holidays, etc., must be approved in advance by the Director or the Assistant Director.