WEST VIRGINIA DIVISION OF JUVENILE SERVICES	POLICY NUMBER: 400.00	PAGES: 7
CHAPTER: Facility Services	**REFERENCE AND RELATED STANDARDS:** WV Code §§ 49-5-16a and 49-5E-1 et. seq.; ACA 3-JTS-4A-01 thru 4A-15; ACA 3-JDF-4A-01 thru 4A-14; ACA 3-JCRF-4A-01 thru 4A-10.	
SUBJECT: Food Service Operations and Sanitation		
DATE: April 1, 2015		

POLICY

The purpose of this Policy is to set guidelines that all residents shall be provided meals which are nutritionally adequate, properly prepared and served in sanitary, pleasant surroundings.

CANCELLATION

This policy has been reviewed and supersedes Policy 400.00 dated April 1, 2008.

APPLICABILITY

This policy applies to all Division of Juvenile Services' residential facilities.

PROCEDURES

1. **BUDGETING**: Each facility will specify the food service budgeting, purchasing, and accounting practices, including, but not limited to, the following:

    a. Food expenditure cost accounting designed to determine cost per meal per resident.

    b. Estimation of food service requirements.

    c. Purchase of supplies at wholesale or other favorable price conditions, when possible.

    d. Determination of and responsiveness to resident eating preferences.

    e. Appropriate refrigeration of food, with specific storage periods.

2. MENU PLANNING AND MEAL SERVICE

a. For correctional facilities, a full-time staff member experienced in food service management shall supervise food service operations, including menus that consider food flavor, texture, temperature, appearance and palatability.

b. Menus are planned and approved by a registered dietician to ensure compliance with nationally recommended food allowances.

c. Selection of menu items may vary according to the season of the year.

d. Factors such as age, geographic location, and ethnic makeup of the residents shall be considered in menu planning. Observation and documentation of resident eating habits, e.g., frequency of consumption, uneaten food waste, or requests for foods will also be considered during menu planning.

e. Menus will be posted and followed except when substitutions are required due to the temporary or unforeseen unavailability of a menu item. Such circumstances will be documented and items with equivalent nutritional value will be substituted whenever possible.

   i. Staff shall be afforded the opportunity to purchase meals from the business office at the cost of $2.50 per meal, provided resident nutritious needs are met first.

   ii. Substitutions will not be made due to staff or individual resident preference. There shall not be separate menus for staff and residents.

   iii. Provided basic nutritional goals are met, variations in the menu may be approved by Facility Superintendent/Director for special events.

f. The Food Service Department shall ensure that each resident is provided with a daily allowance from each grouping. Establishment of these allowances in terms of servings per person, per day, shall consider waste incidents in normal preparation. All ration allowances are incidents based on standard retail cuts of meat and fresh produce while all canned foods are included as net weights.

g. Medically Prescribed Diets: Shall be provided to residents only:

   i. When prescribed by appropriate medical or dental staff. Prescriptions for medically prescribed diets shall be specific and complete, furnished in writing to the Food Service Supervisor, and rewritten annually, or more often as clinically indicated.

ii. When medically indicated.

iii. As directed or approved by a registered dietician.

iv. As a complete meal service and not in supplement to or as a choice between dietary meals and regular meals.

h. Religious Diets: Religious diets are served:

i. For special occasions when specifically approved by the Facility Superintendent/Director.

ii. Utilizing regular menu items unless specifically approved by the Facility Superintendent/Director. These menu items shall not exceed the quantity and/or quality provided to the general population.

iii. With consideration of any special food-handling requirements according to the resident's religious beliefs and instructions from the facility religious advisor/chaplain.

iv. With the approximate nutritional value of regular menu items.

i. Meals served to a resident placed on any level of suicide will comply with guidelines in Policy 414.00 – Suicide/Self Harm Prevention and Intervention.

j. Staff will supervise residents during all meal periods.

k. Meals will be served by authorized kitchen staff. Meals prepared and placed on trays may be served by staff. During emergencies, inclement weather, kitchen staff shortage due to illness, etc., non-food service staff may need to prepare and serve meals in accordance with facility procedures during emergencies. As normal practice, non-food service staff is not authorized to enter the kitchen area to serve themselves or others.

l. Meals shall be served at regular times with no more than fourteen (14) hours between the last meal of the day and the breakfast meal the following morning, which does not include evening snacks, provided basic nutritional goals are met. Variations may be allowed based on weekend and holiday food service demands.

m. Residents will be provided three full meals a day, two of which are hot meals.

3. **NUTRITIONAL ADEQUACY OF DIETS FOR RESIDENTS**

   a. Food service staff will be trained to ensure that food served meets or exceeds the guidelines set forth by the child nutrition program.

   b. The allocation of food shall never be used as a disciplinary measure.

   c. Meal production records will accurately reflect all food actually served, without regard to menu requirements.

   d. The Food Service staff shall prepare quarterly evaluations of the food service section, which include records of:

      i. Standard rations compliance.

      ii. Menu plans and all meals served.

      iii. Costs and equipment needs.

      iv. Staffing patterns.

      v. Special problems.

      vi. Sanitation.

      vii. Storage procedures.

      viii. Physical plant.

      ix. Food service survey results (Health & Sanitation Reports).

   e. At least annually a registered dietician shall:

      i. Review the records and quarterly evaluations of the Food Service Supervisors/designee.

      ii. Compare the nutritional values of meals actually served with facility standards and ration allowances.

      iii. Provide a written evaluation report regarding:

         1. Nutritional adequacy.

2. Menu planning effectiveness.

3. Meal service procedures.

4. **FOOD SERVICE SAFETY AND SANITATION**

a. The State Health Department will be allowed access to inspect each food service program.

b. Facilities shall provide for adequate health protection for all residents and staff in the facility and other persons working in food service, including the following:

i. All personnel involved in the preparation of food shall receive a medical examination and periodic reexaminations to ensure freedom from diarrhea, skin infections, and other illnesses transmissible by food or utensils. All examinations will be conducted in accordance with local requirements.

ii. A visual examination will be made on a daily basis by the Food Service Supervisor/designee to ensure that all staff and residents (where applicable) working in food service areas are free from infectious disease. All personnel working in food service must be clean in appearance and clothing must be free of sour or unpleasant odors.

iii. Residents working in the food service area will be cleared by the designated health authority in accordance with local Health & Sanitation standards.

iv. The Food Service Supervisor/designee will ensure that all residents and staff working in food service shall wear hair nets or caps, and frequently wash their hands, especially upon reporting for duty and after using toilet facilities. "Wash hands before entering the kitchen" signs will be posted in restrooms.

v. The Food Service Supervisor/designee will continually monitor food service staff and residents for cleanliness.

c. Food service staff will document daily checks of temperatures of refrigerators, freezers and dishwashers to meet current USDA, Child Nutrition and State Health Department Guidelines. Shelf goods will be maintained at 45° to 80° F. Refrigerated goods must be kept at 35° to 40° F and frozen foods must remain below 0° Fahrenheit.

d. Each facility will designate a staff member/supervisor to conduct a daily informal walk through inspection of all food service areas, including dining, storage and meal

preparation areas.

e. Fresh, refrigerated, frozen and dry food will be stored and utilized in accordance with recognized food industry standards. Adequate storage areas will be designated for food service by Facility Superintendent/Directors. Food storage areas will be located near the kitchen.

f. Garbage will be disposed of in accordance with applicable sanitation practices and codes.

g. Eating utensils will be counted before and after each meal. Food service tools and knives will be securely stored and inventoried.

h. Food service staff shall be required to:

   i. Practice overall good hygiene and wear clean clothing that is changed daily.

   ii. Wear cap or hairnet at all times when in food service areas.

   iii. Wear sanitary gloves at all times when serving food.

   iv. Keep the food service section clean and all equipment shall be washed immediately after use.

   v. Notify the Food Service Supervisor and/or Facility Superintendent/Director immediately of any health or safety code violations observed.

i. Food Service will be equipped with sanitary rodent-proof containers for dry products such as flour and sugar and covers for food stored in refrigerators. The facility will provide for protection from vermin and pests.

j. Weekly safety and sanitation inspections shall be conducted by a designated staff member/supervisor and shall include:

   a) Examining the weekly inspection forms for previous week and taking appropriate action to correct any problem areas.

   b) Visiting and inspecting all food service and dining areas.

   c) Preparing a written report of the conditions and practices observed.

k. The West Virginia Department of Health and Human Resources' written reports (critical/non-critical sanitation report) shall be forwarded to the Facility

Superintendent/Director for action and shall be retained for three years.

1. Each facility will develop an operational procedure to ensure the standards and practices of this policy are followed.

RIGHTS RESERVED

The Director reserves all rights to modify, suspend or cancel this policy or any provisions herein without advanced notice unless prohibited by law.

APPROVED: _____ 4/1/15

Director **Date**