

**Section D: FOOD SERVICE**

**FOOD SERVICE: Sanitation Requirements**

**D.1 The Facility Director ensures that the facility meets all local, state, and/or federal food service standards regarding sanitation procedures for purchasing, serving, staffing, transporting, cooking, utensils, equipment, and temperature requirements. (K.10)**

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Deficient	<input type="checkbox"/> Repeat Deficiency	<input type="checkbox"/> At- Risk	<input type="checkbox"/> Not Applicable
-------------------------------------	------------------------------------	--	-----------------------------------	---

<b>Reviewer's Initials:</b>	<b>Date:</b>
-----------------------------	--------------

**On-Site Assessment Items:**

Review relevant policies, procedures, and documentation concerning sanitation requirements.

Interview food service staff and detainees to see if they received direction and training in proper sanitation procedures.

Look at policy statements regarding food service inspections and/or reviews on file in the Food Service Administrators office.

Make a walk through with Food Service Administrator of all work areas of the Food Service Department.

Look for cleaning schedules posted in each work area.

Is there a clean as you go policy observed in each work area?

Look for proper food handling procedures e.g. use of food handlers gloves, hair restraints, and beard guards.

Look at food preparation equipment for proper cleaning.

Review copies of food service inspection work sheets for past thirty days:

Do inspection work sheets address all work areas?

Are there follow-up corrections made to discrepancies noted?

Look for sanitation inspections and/or reviews performed by outside agencies or institution inspections and/or reviews.

Check to see if food service staff are provided food thermometers to ensure hot and cold foods are maintained at established safe temperatures.

Review temperature log files in Food Service Administrators office to see if staff are recording temperatures for:

Dish machine,

Refrigerator/Freezers.

During food service walk through record temperatures of the following areas:

Freezer and Coolers

Dish machine during operation

Record temperatures of three hot and three cold foods during holding period and serving line.

	Review Checklist		Comments
D.1.1	Ensure written policies and procedures exist for the sanitation of all food service areas and the selection of staff employed within food service facilities. These policies include at least the implementation subjects addressed in this section, and also:	Y N NA	
D.1.1a	Food storage facilities	Y N NA	
D.1.1b	Food preparation areas	Y N NA	
D.1.1c	Dining rooms	Y N NA	
D.1.1d	Off-site/satellite serving areas	Y N NA	
D.1.1e	Dish rooms	Y N NA	
D.1.1f	Pot and pan rooms	Y N NA	
D.1.2	Policies and procedures are communicated to:		
D.1.2a	Appropriate staff members	Y N NA	
D.1.2b	Detainees, where appropriate	Y N NA	
D.1.3	Policies and procedures are reviewed and updated.	Y N NA	

	Review Checklist		Comments
D.1.4	The Food Service Administrator conducts formal daily inspections and/or reviews of the food service work area with weekly follow-up that includes:	Y N NA	
D.1.4a	The use of a food inspection worksheet;	Y N NA	
D.1.4b	Examination of documentation that detainees working in food service are trained in the safe use of equipment and safety procedures;	Y N NA	
D.1.4c	Verification of staff and detainee workers practicing safety/sanitation procedures (hair restraints, beard guards, cleanliness, proper hand and food washing, safety shoes, eye protection, machine guarding, and use of equipment in work areas); and	Y N NA	
D.1.4d	Verification that job descriptions list the duties and responsibilities of detainees assigned to food service.	Y N NA	
D.1.5	If outside contractors provide the facility's food service, the facility has written verification that the outside provider complies with state and local food service regulations, and all other food service review guidelines contained in this document.	Y N NA	

D.1.6	Safety and sanitation procedures for the cleaning and sanitizing of food service equipment (meat slicers, mixers, cutting boards, work tables, steam pots, ovens, and griddles) and dining facilities (tables, serving lines/sneeze guards, beverage bars) exist and are in use.	Y N NA	
D.1.6a	Cleaning schedules are posted in work areas.	Y N NA	

D.1.7	Are temperatures maintained in accordance with policy:	Y	N	NA	
D.1.7a	Dish machine temperatures are maintained at established industry standards	Y	N	NA	
D.1.7b	Pot/pan manual wash sinks are labeled properly and water temperatures are maintained at established industry standards (Wash sink:120 to 140F; rinse sink:75F; sanitizing sink:170F, or immersion in a sanitizing solution containing an equivalent sanitizing chemical at strengths recommended by the latest FDA Model Food Code or local health authorities)	Y	N	NA	
D.1.7c	Refrigerator and freezer temperatures are maintained at established industry standards (Meat storage: 36 to 40F; freezer: 0F or below; vegetables: 36 to 40F)	Y	N	NA	
D.1.7d	Temperature log files are maintained for dish machines, pot/pan manual wash sinks, and refrigerators and freezers for the past 30 days	Y	N	NA	
D.1.7e	Established industry temperatures are maintained for hot and cold foods during holding and serving periods (Hot: 140F and above; cold: 41F and below)	Y	N	NA	
D.1.7f	Potentially hazardous foods (fish, chicken, meats) are thawed under refrigeration that maintains food temperature at 41F or below.	Y	N	NA	
D.1.7g	Staff members perform and record the calibration of thermometers.	Y	N	NA	

D.1.8	Establish temperature and time guidelines are applied to detainees housed in satellite feeding areas (Hot: 140F or above; cold: 41F or below; food is served within a one-hour time frame, if above temperatures are not maintained).	Y	N	NA	
D.1.9	Sack lunches of quality (proper packaging and temperature control) are provided for detainees that are being transported to other facilities, court, outside medical treatment, etc.	Y	N	NA	
D.1.10	Ensure written policies and procedures exist for requiring medical clearance for food service staff and detainees who work in fod service.	Y	N	NA	
D.1.10a	Staff employed in food service have received premedical clearance prior to employment	Y	N	NA	
D.1.10b	Staff employed in food service have received premedical clearance prior to employment All detainees working in food service receive medical clearance before being assigned to food service	Y	N	NA	

**FOOD SERVICE: Ensure Meals are Varied**

**D.2 The Facility Director ensures that nutritional and varied meals are provided. (K.11)**

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Deficient	<input type="checkbox"/> Repeat Deficiency	<input type="checkbox"/> At-Risk	<input type="checkbox"/> Not Applicable
-------------------------------------	------------------------------------	--	----------------------------------	---

<b>Reviewer's Initials:</b>	<b>Date:</b>
-----------------------------	--------------

**On-Site Assessment Items:**

Review relevant policies, procedures, and documentation concerning varied meals.

Interview facility food service staff, corrections staff, and detainees.

Review Master Cycle Menus and As Served Menus on file in Food Service Administrators Office

Look for documentation of menu analysis performed by a registered dietician that the current cycle menu has been certified as nutritional.

Interview detainees for acceptance of menus

Interview Food Service Staff if recipe cards are provided for consistent meal preparation.

Visit all Food Service feeding areas during service such as:

Main dining room

Segregation

Sack Lunch preparation

Outside Camp



	Review Checklist		Comments
D.2.1	Ensure written policies and procedures exist to provide nutritional menus that meet the needs of a culturally diverse population. These policies include at least the implementation subjects addressed in this section.	Y N NA	
D.2.2	Policies and procedures are communicated to:		
D.2.2a	Appropriate staff members	Y N NA	
D.2.2b	Detainees, where appropriate	Y N NA	
D.2.3	Policies and procedures are reviewed and updated.	Y N NA	
D.2.4	If there are juvenile detainees housed in the facility, they are provided meals that are nutritional for their age and size.	Y N NA	
D.2.5	Master cycle menus and as-served menus are on file, evaluated at least quarterly, and maintained for at least one year.	Y N NA	
D.2.5a	Evaluations are performed on all regular and special needs meal plans, including juvenile, medical and religious diets	Y N NA	
D.2.6	Menus include at least one hot meal per day.	Y N NA	
D.2.7	Approved recipes are available to staff and detainee food service workers and are used for meal preparation.	Y N NA	

D.2.8	Food purchases and menus are coordinated with nutritionally equivalent approved substitutes, records are kept of such substitutions, and such records are reviewed by a nutritionist at regular intervals.	Y N NA	
D.2.9  D.2.9a	There is a provision for alternative meals that can be eaten without utensils when utensils would present a security risk.  These meals must still meet basic nutritional requirements.	Y N NA	
D.2.10	Menus provide items for a culturally diverse population.	Y N NA	

**FOOD SERVICE: Special Diets**

**D.3** The Facility Director provides for special diets when prescribed by medical or dental personnel or for those detainees whose religious beliefs require the adherence to religious dietary laws.

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Deficient	<input type="checkbox"/> Repeat Deficiency	<input type="checkbox"/> At- Risk	<input type="checkbox"/> Not Applicable
-------------------------------------	------------------------------------	--	-----------------------------------	---

<b>Reviewer's Initials:</b>	<b>Date:</b>
-----------------------------	--------------

**On-Site Assessment Items:**

Review relevant policies, procedures, and documentation concerning special diets.

Interview facility management staff, food service staff, corrections staff, and detainees.

Review Policies and procedures in Food Service Administrators office for special diets.

Medical

Religious

Look for documentation in Food Administrators Office pertaining to placing detainees on special diets.

Memos from medical personal

Memos from Dietician

Religious diet memos from chaplain placing detainees on religious diets

Interview inmates who are receiving medical and religious diets

Is there a Religious and Medical diet menu on file in food service administrators office?

	Review Checklist		Comments
D.3.1	Ensure written policies and procedures exist for providing special diets when prescribed by medical/dental personnel, including providing a reasonable opportunity for detainees who request a diet to observe their religious dietary practice (religious fasts, seasonal observances, Ramadhan, or Passover) within the constraints of the facility's budget limitations and the security/orderly operations. These policies include at least the implementation subjects addressed in this section.	Y N NA	
D.3.2	Policies and procedures are communicated to:		
D.3.2a	Appropriate staff members	Y N NA	
D.3.2b	Detainees, where appropriate	Y N NA	
D.3.3	Policies and procedures are reviewed and updated.	Y N NA	
D.3.4	Evaluation and approval memos by the Clinical Director or a dietitian are on file for detainees who require medical diets. (bland diets, salt or fat free meals, soft food for dental patients, or supplemental feedings for insulin-dependent diabetes).	Y N NA	
D.3.5	Detainees are provided with information and an explanation concerning their special diet by a registered dietitian or another health care provider.	Y N NA	

Review Checklist			Comments
D.3.6	Detainees receive their prescribed medical diets.	Y N NA	
D.3.7	A notification process exists to communicate to food service staff when a detainee requires a medical diet.	Y N NA	
D.3.8	Utensils and scales are available for use in portion control for the various special diets.	Y N NA	
D.3.9	A chaplain is available to approve detainee requests for religious diets.	Y N NA	
D.3.10	A notification process exists to communicate to food service staff when a detainee requires a religious diet.	Y N NA	
D.3.11	Religious meals are prepared and offered to accommodate detainees whose religious dietary needs cannot be met on the main line.	Y N NA	
D.3.12	The religious diet menu meets detainee nutritional needs.	Y N NA	