

Food Service Plan/Food Service Manager

1014.1 PURPOSE AND SCOPE

The purpose is to establish and implement written policy and procedures for a food service plan and the food service manager. This policy applies to all juvenile facility staff.

1014.2 AUTHORITY AND REFERENCES

- Board of State and Community Corrections Title 15 § 1464;
- Welfare and Institutions Code §§ 209, 210 & 885.

1014.3 POLICY

Each juvenile facility shall have a written site specific food service plan that shall comply with the applicable California Retail Food Code (CalCode). In facilities with an average daily population of 50 or more, there shall be employed or available, a trained and experienced food services manager or designee to complete a written food service plan.

1014.4 FOOD SERVICE PLAN

The food service manager shall prepare a food service plan that includes the following:

- (a) Planning menus;
- (b) Scheduling meal service;
- (c) Implementing a portion control system;
- (d) Identifying vendors and purchasing food;
- (e) Keeping storage and inventory control;
- (f) Planning logical support systems for the food preparation function;
- (g) Developing procedures for actual meal service;
- (h) Identifying the methods, equipment, and supplies to be used for transporting and serving food at safe temperatures and of a palatable quality;
- (i) Conducting orientation and on-going training of food service staff in serving food to comply with sanitary standards;
- (j) Designating and supervising kitchen personnel;
- (k) Preparing a yearly food budget;
- (l) Implementing a food cost accounting system and inventories;
- (m) Maintaining documentation and record keeping;
- (n) Developing an emergency feeding plan;
- (o) Arranging to dispose of garbage and trash in a safe and sanitary manner;
- (p) Maintaining and repairing food service equipment and appliance;

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- (q) Hazard analysis critical control point plan; and
- (r) Provisions for maintaining three days of meals for testing in the event of food-borne illness.

In juvenile facilities of less than an average daily population of 50 that does not employ or have a food service manager available, the facility manager(s) or designee shall prepare a written food service plan.

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