





San Francisco Juvenile Probation Department

Juvenile Hall Policy and Procedures Manual

Chapter 6 - Food Service Requirements

Policy Number:	6.01
Policy Name:	Food Service Management
Authority:	Title 15, 1464, 1465, 1466, 1467
Replaces:	6.02, 6.03, 6.04, 6.06
Effective Date:	January 1, 2019
Revision Date:	November 29, 2018
Related Policies and Procedures:	Title 15, 1460, 1467
Related Forms:	
Director of Juvenile Hall:	Bobby Uppal 
Chief Probation Officer:	Katherine Weinstein Miller 

I. POLICY

A. The Juvenile Probation Department partners with the San Francisco Department of Public Health to oversee Food Service Manager (FSM) responsibilities for the administration and supervision of food service. The FSM is required to have a minimum of three years of training and experience in the administration and supervision of food service operations and has general personnel management skills including security supervision skills at a level appropriate for the facility. The FSM reports to the Director of Juvenile Hall or designee. Food Service Manager duties include but are not limited to:

- i. The responsibility for planning menus and maintaining all food service records.
- ii. Maintains resources, authority, and responsibility to provide complete food service to the facility that includes, but is not limited to, three (3) meals per day that are nutritionally adequate, palatable, attractive, and are produced and served under sanitary conditions.
- iii. Maintains authority and responsibility to make recommendations regarding portion sizes, serving, and handling of food in the living units or satellite kitchen.
- iv. Has the duty to train, monitor, and ensure compliance with SFJPD policy and state industry regulations.
- v. Prepares a Food Service Plan.

B. Food Service Plan [Title 15, 1464]

Juvenile Hall shall have a written site-specific food service plan that complies with the applicable California Retail Food Code (Cal Code). The Food Service Manager or designee shall complete a written food service plan. The plan shall include, but not limited to, the following policies and procedures:

- i. Menu planning**
- ii. Purchasing**
- iii. Storage and inventory control**
- iv. Food preparation**
- v. Food serving**
- vi. Transporting food**
- vii. Orientation and on-going training**
- viii. Personnel supervision**
- ix. Budgets and food costs accounting**
- x. Documentation and record keeping**
- xi. Emergency feeding plan**
- xii. Waste management**
- xiii. Maintenance and repair**
- xiv. Hazard analysis critical control point plan**
- xv. Provision for maintaining three (3) days of meals for testing in the event of food borne illness**

C. Budgeting and Purchasing

The Food Service Manager or designee shall maintain accurate food service records including the number of meals provided, menus, food, equipment costs and information on waste and nutritional value.

The Food Service Manager or designee shall be responsible for maintaining records necessary for fiscal accounting, dietary purposes, and budget planning. The records shall include:

- i. An annual and quarterly budget plan for procurement of foods, supplies, and equipment necessary to provide the daily food allowance.
- ii. A detailed daily record of food served.
- iii. A monthly ledger listing all food consumed.
- iv. A perpetual inventory of food on hand.
- v. Copies of menus for the past year.
- vi. Recipes with nutritional value of food.
- vii. Food and equipment expenditures.
- viii. Food requirements estimated at least thirty (30) days in advance.
- ix. Documentation of effective procurement procedures.

D. Food Service Reviews

Food services shall be reviewed quarterly by the Director of Juvenile Hall or designee. The facility's system of dietary allowance is reviewed at least annually by a dietician or nutritionist to ensure compliance with nationally recommended food allowances.

E. Quarterly Reviews

The Food Service Manager or designee shall meet quarterly with the Director of Juvenile Hall or designee to evaluate food services in the facility and review records of the following:

- i. Ration compliance
- ii. Menu plans
- iii. All meals served
- iv. Equipment needs
- v. Costs
- vi. Special problems
- vii. Sanitation
- viii. Storage procedures
- ix. Physical plant

F. Annual Reviews

At least annually a dietician or nutritionist shall do the following:

- i. Review the records and quarterly review reports.
- ii. Compare the nutritional values of meals actually served with recommendations of the National Academy of Sciences Recommended Dietary Allowances.
- iii. Provide a written evaluation report regarding nutritional adequacy, menu planning effectiveness, and meal service procedures.

- iv. Prepare a current menu indicating minimum portions, food group substitutions, etc. for food service staff to follow.

G. Food Handlers Education and Monitoring [Title 15, 1465]

The Director of Juvenile Hall or designee, in cooperation with the Food Service Manager or designee, shall develop and implement written policies and procedures to ensure that supervisory staff, food service staff, and food handlers receive ongoing training in safe food handling techniques, including personal hygiene, in accordance with Section 113947 of the Health and Safety Code, California Retail Food Code (Cal Code). The procedures shall include provisions for monitoring compliance that ensure appropriate food handling and personal hygiene requirements.

- i. **Physical Examinations:** The Food Service Manager or designee is responsible for ensuring that all personnel involved in the preparation of food receive a pre-assignment medical examination and periodic reexaminations to ensure freedom from diarrhea, skin infections, and other illnesses transmissible by food or utensils. Examinations shall be conducted in accordance with local requirements if any of the facility's food services are provided by an outside agency or individual. The facility shall have written verification that the provider complies with the state and local regulations regarding food service. Youth and staff working in food service shall be monitored daily for health and cleanliness by the Food Service Manager or designee and Juvenile Hall staff. All youth and personnel are instructed to wash their hands upon reporting to work and after using toilet facilities.
- ii. **Training Related to Safety and Sanitation**

Training for food service staff shall be conducted by the Food Service Manager or designee on a regular basis and

should include youth when possible. At a minimum, staff should be trained in the following:

- a. Safe use of each appliance in the kitchen area.
- b. Safe use and storage of hazardous tools.
- c. Proper storage techniques for food.
- d. Facility and Kitchen fire plans.
- e. Use of Fire Extinguishers.
- f. First aid procedures for scalds, burns, falls, and other injuries.
- g. Proper reporting procedures for accidents and/or hazardous conditions.

H. Kitchen Facilities, Sanitation, and Food Storage [Title 15, 1466]

Kitchen facilities, sanitation, and food preparation, service, and storage shall comply with standards set forth in Health and Safety Code, Division 104, Part 7, Chapters 1-13, Sections 113700 et seq. California Retail Food Code (Cal Code).

In facilities where youth prepare meals for self-consumption or where frozen meals or pre-prepared food from other permitted food facilities (see Health and Safety Code Section 114381) are (re)heated and served, the following applicable Cal Code standards may be waived by the local Health officer:

- Health and Safety Code Sections 114130 to 114141.
- Health and Safety Code Sections 114099.6, 114095 to 114099.5, 114101 to 114109,

114123, and 114125. If a domestic or commercial dishwasher, capable of providing heat to the surface of the utensils of a temperature of at least 165 degrees Fahrenheit, is used for the purpose of cleaning and sanitizing multi-service consume utensils.

- Health and Safety Code Sections 114149 to 114149.3 except that, regardless of such a waiver, the facility shall provide mechanical ventilation sufficient to remove gases, odors, steam, heat, grease, vapors, and smoke from the kitchen.
 - Health and Safety Code Sections 114268 to 114269 and
 - Health and Safety Code Sections 114279 to 114282.
- i. The Food Service Manager or designee conducts a weekly inspection of all food service areas, including dining and food preparation areas and equipment; sanitary, temperature-controlled storage facilities for all foods, and daily checks of refrigerator and water temperatures by administrative, medical, or dietary personnel.
 - ii. Shelf goods are maintained at 45 to 80 degrees Fahrenheit, refrigerated foods at 35 to 40 degrees Fahrenheit, and frozen foods at 0 degrees Fahrenheit or below.
 - iii. This policy provides for adequate health protection for all youth and staff in the facility and youth and other persons working in food service, including the following:

- a. Where required by law and/or regulations applicable to food service employees in the community where the facility is located, all personnel involved in the preparation of food receive a pre-assignment medical examination and periodic reexamination to ensure freedom from diarrhea, skin infections, and other illness transmissible by food or utensils. All examinations are conducted in accordance with local requirements.
- b. When the facility's food services are provided by an outside agency or individual, the facility has written verification that the outside provider complies with the state and local regulations regarding food service.
- c. All food handlers are instructed to wash their hands upon reporting to duty and after using the toilet facilities.
- d. Youth and other persons working in food service are monitored each day for health and cleanliness by the Food Service Manager or designee and Juvenile Hall staff.

I. Staff Responsibilities

The following shall be required of all food service staff including youth and volunteers where appropriate:

- i. Have clean hands and fingernails
- ii. Practice overall good hygiene and wear clean clothing that is changed daily.

- iii. Always wear a cap or hair net when in food service areas.
- iv. Always wear sanitary gloves when serving food.
- v. Keep the food service area clean and wash all equipment immediately after use.
- vi. Notify the Chef or designee immediately of any health or safety code violations observed.
- vii. Refrain from smoking in the food service area.
- viii. Observe all other food handlers' health regulations.

J. Physical Plant

The Director of Juvenile Hall or designee shall insure the following:

- i. Floor, walls, and ceilings are constructed of materials that will provide a safe and sanitary operation.
- ii. Toilets and wash basins are in proximity to all food service areas.
- iii. Ovens, grills, and similar equipment are arranged to enable maximum benefit from the sprinkler system and extinguisher coverage.
- iv. Adequate fire protection and avenues for exit are available.
- v. Adequate storage, loading, and garbage disposal areas are available.

K. Equipment Sanitation

Food service equipment shall have the following features:

- i. Be designed to comply with all applicable safety codes.
- ii. Be designed to enable efficient and thorough cleaning.
- iii. Be operated and serviced in accordance with the manufacturer's health and safety instructions.
- iv. Be equipped with refrigerators, freezers, holding cabinets, and serving tables that maintain foods at proper temperatures.
- v. Be equipped with sanitary and rodent-proof containers for dry products such as flour and sugar and covers for food stored in refrigerators.

L. Safety and Sanitation Inspections

- i. Daily inspections of the food service area for sanitation and temperature checks of refrigerators, freezers, and water temperature shall be made by the Food Service Manager or designee in charge.
- ii. Weekly safety and sanitation inspections shall be made by the Food Service Manager or designee. An inspection report form listing all major areas of the kitchen with space for rating each area and making recommendations for corrective action will be used. These reports shall be held in files for one year.
- iii. Inspections shall be conducted at least annually by an outside source. At a minimum, these inspections shall include fire and sanitation inspections covering all food service areas. Written reports shall be forwarded to the

Director of Juvenile Hall for action and shall be retained for three years.

M. Proper Food Storage

To ensure safety and sanitation, food shall be stored appropriately.

- i. Food being stored shall be protected against contamination from dust, flies, rodents, and other vermin.
- ii. Frozen food is kept at such temperatures as to remain frozen. All freezers shall have thermometers and the temperature is not to exceed 0 degrees Fahrenheit.
- iii. Refrigerators shall have thermometers and the temperature shall be maintained at 35 to 40 degrees Fahrenheit.
- iv. All food shall be stored on clean racks, shelves, or other clean surfaces that are at least 6 inches off the floor and are maintained at a temperature between 45- and 80- degrees Fahrenheit.
- v. All leftover foods shall be covered and labeled, indicating both what it is and when it was cooked.
- vi. All food storage areas, refrigerators, and freezers are routinely cleaned.

N. Storage of Poisons and Toxins

All poisonous and toxic material shall be properly identified and stored in cabinets that shall be used for no other purposes or they shall be stored in a place outside food storage, food preparation, and utensil storage areas. The purchase of all such materials shall be authorized in writing by the Building Superintendent.