I. POLICY:

The Department of Juvenile Justice shall provide a food service program that ensures the highest possible level of food safety and sanitation practices.

II. DEFINITIONS:

Sample Tray: A daily collection of food that is representative of all food items served at each meal.

III. PROCEDURES:

A. Facility food service Director will ensure that the facility will have two local health department inspections per school calendar year. Facility food service staff will post the official Food Service Establishment Inspection Report in the front of the food service area for public viewing.

B. Food service staff will save a complete sample tray (approximately one-tablespoon of each separate food item sealed in an individual plastic bag) for each meal served in a day with the name of the food item, meal, time of collection and date marked clearly with a label, grease pencil, or permanent marker. The sample tray will be held in the refrigerator at or below 41°F, and will never be frozen. The sample tray will be held for 3 days and then discarded. For example, a sample tray placed in the refrigerator on Monday will be removed the following Thursday.
C. Food service staff will document daily checks of refrigerator, freezer and dishwasher temperatures.

1. All refrigerators and freezers will have a working inside thermometer.
2. Freezer temperatures will be maintained at 0ºF or below.
3. Refrigerator temperatures will be maintained at 41ºF or below.
4. Manually washed dishes will be washed at 110ºF at minimum, and rinsed in clean water. If the minimum wash temperature is not met, then disposables must be used.
5. The Daily Temperature Log (Attachment A) will be used to document the temperatures of all refrigerators, freezers, and dishwasher wash and rinse cycles.
6. Temperature logs will be maintained in the food service area for 90 days for audit purposes. Following that period, the temperature logs will be forwarded to the facility Records Coordinator to be maintained in accordance with the established retention schedule (see DJJ 5.1, Records Management).

D. The facility Director or designee will make daily inspection of all food service areas, equipment, 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. Food storage areas will be located near the kitchen.

1. All leftovers will be dated with prepared date and discard date prior to refrigeration. Leftovers will be stored in the refrigerator at 41ºF or below for up to 7 days and then discarded. The discard date should be 7 days from the date prepared and include the date prepared in counting. For example, an item made Monday should be discarded Sunday.

2. Temperature controlled food storage shall meet the following guidelines unless national or state health codes specify otherwise. Temperatures will be recorded on the Daily Temperature Log (Attachment A).

   a) Shelf goods will be maintained at 50º F to 70ºF.
   b) Hot food will be maintained at 135º F or higher.
   c) Cold food will be maintained at 41º F or lower but no lower than 35º F.
d) Frozen food will be received and maintained frozen at 0º F or below.

3. Food stocks will be dated upon receipt with month, day, and year. Food stocks will be rotated to ensure that the oldest foods are used first using the first-in, first-out method (FIFO). Expired foods will be promptly discarded.

4. No food stocks will be stored on the floor or in proximity to chemicals. Food stocks and paper products will be stored at least 6 inches off the floor and 12 inches from the ceiling.

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

G. Security staff and/or food services staff will account for eating utensils (sporks) with each meal using the Culinary Equipment Tracking Form (DJJ 7.30, Tool Control, Attachment E).

H. All sharp items (ice picks, cleavers, knife sharpeners, slicer blades, can openers, etc.) and cooking utensils (i.e. serving spoons, ladles, spoodles, tongs, and dishes) will be accounted for, marked, numbered, securely stored on a shadow board with a locking device, and inventoried by food service staff at the end of each shift. An accountability system that includes the use of chits and log sheets (Attachment B) will be established.

I. Safety and Sanitation

1. Food service staff will use the Kitchen Checklist (Attachment C) to document the required cleaning and safety of food service areas and equipment. The Food Service Director will maintain the Kitchen Checklist on file for 4 years.

2. In facilities where youth are authorized in writing by the appropriate Deputy Commissioner of secure facilities or designee, and assigned to food service:

   a) Facilities approved to assign youth to work in food service must complete a Work Assignment Detail Form (see Attachment A of DJJ 18.4, Work Detail);

   b) Youth who work in the food service department will be trained in the use of food service equipment and in the safety procedures to be followed;
Youth must wear hair restraints and beard nets (if applicable) and frequently wash their hands, especially upon reporting for duty and after using toilet facilities;

d) Youth will be medically cleared by the designated health authority before assisting in the food service area (Attachment D, Food Service Area Health and Safety Clearance); and

e) Youth will be monitored daily for health and cleanliness by the Food Service Director.

3. The Food Service Director will maintain the Food Service Area Health and Safety Clearance Form.

4. In the case of a contamination event, or body fluid spill, the Food Service Director or designee will follow Standard Operating Procedures (SOPs) in HACCP (Hazard Analysis Critical Control Points) manual as required by the USDA, NFSMI, and the Food and Drug Administration (FDA) Georgia Food Code. Refer to SOPs “Cleaning and Disinfecting Body Fluid Spills,” “Assembling a Body Fluid Cleanup Kit,” “Cleaning and Sanitizing Food Contact Surfaces,” and “Storing and Using Poisonous or Toxin Chemicals.”

a) The Body Fluid Cleanup Kit will be on hand at all times and food service staff will ensure products are replaced upon expiration or use.

b) Refer to forms (9.3 Attachments E and F) for documentation of contamination events.

5. Food Service Director will train food service staff on Food Allergies as required by the USDA, NFSMI, and Georgia Food Code via the provided in-service. Documentation, in the form of a sign-in sheet and quiz, is required to be kept with USDA documents for 5 years.

6. The “Employee Health Information” document, obtained from the FDA Georgia Food Code, will be posted in the kitchen area visible to all food service staff. All food service staff must sign the “Georgia Conditional Employee or Food Employee Reporting Agreement” (K-30 Form, Attachment G) annually. The Food Service Director must keep these forms on hand for 5 years and have the current form available for inspections and audits.

7. The Food Service Director will ensure that all food service staff:

a) Wear hair restraints and beard covers (if applicable);
b) Frequently wash their hands: upon reporting to duty, after using
   toilet facilities;

c) Limit jewelry to one smooth ring band;

d) Display good hygiene;

e) Wear clean and pressed uniform;

f) Have fingernails that do not extend beyond the tip of the finger,
   with no polish;

g) Have no acrylic fingernails; and

h) Have no false eyelashes.

J. The Food Service Director or designee will ensure all foods are cooked, served
   and cooled at appropriate temperatures set forth by ServSafe guidelines.

1. The internal cooking temperature of foods will be monitored by the Food
   Service Director or designee, per ServSafe Guidelines (Attachment H).

2. The Serving Temperature Log (Attachment I) will be completed by food
   service staff prior to and at the end of each meal service. Prepared food
   temperatures must be checked at least every 4 hours. Any food/dairy item
   not meeting acceptable temperature ranges will require immediate
   corrective action before serving.

3. Food/dairy item temperatures will be monitored and recorded by use of a
   calibrated bi-metallic thermometer prior to service (Attachment J).

4. Foods will be cooled in accordance to ServSafe guidelines. In the case of
   cooling food, food service staff will complete the Cooling Temperature
   Log (Attachment K), and the Food Service Director will verify the log.

K. Foods will be thawed according to Servsafe guidelines (the preferred method
   being on the bottom shelf of the refrigerator). Other acceptable methods include
   under running water, as part of the cooking process, and heating in the
   microwave if thawing for immediate use.

L. Food service equipment and towels will be washed and sanitized in accordance
   to Servsafe guidelines.

1. High temperature dish machines will meet the required 150 °F for wash
   and 180 ° F for rinse. When temperatures do not reach the minimum
   requirement, disposable dishware will be used.
2. Low temperature dish machines will meet the required wash and rinse temperatures as stated on equipment and/or per manufacturer.

3. Pots and pans will be cleaned and sanitized in a 3-compartment sink. Sinks will be labeled accordingly: wash, rinse, and sanitize. Pots and pans will be air dried (towels are not an acceptable means of drying).

4. Red sanitizing buckets will be used to hold towels in a sanitizing solution. The solution concentration will be monitored by staff per test strips according to the manufacturer’s recommendations. Green buckets with soap will be used to clean debris from tables prior to sanitizing.

5. Youth dining tables will be cleaned with soapy water in green buckets. Spray bottles with a sanitize solution in a labeled bottle and disposable paper towels will be used to sanitize tables following cleaning.

M. Material Safety Data Sheets (MSDS) will be maintained for each chemical and cleaning solution used in the Food Service area. MSDS books will be readily available to all kitchen staff.

N. Kitchens and storage rooms will have monthly pest control service by an authorized pest control management company. Food Service Directors will retain a copy of the monthly inspections.

IV. LOCAL OPERATING PROCEDURES REQUIRED: NO