



SUBJECT: Corrections Training Academy Food Service Operations	PAGE <u> 1 </u> OF <u> 6 </u>
	NUMBER: 12-CTA-05
RULE/CODE REFERENCE:	SUPERSEDES: 12-CTA-05 dated 05/18/16
RELATED ACA STANDARDS:	EFFECTIVE DATE: December 19, 2016
	APPROVED: 

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

II. PURPOSE

The purpose of this policy is to establish procedures that guide food service operations within the Ohio Department of Rehabilitation and Correction (DRC) Corrections Training Academy (CTA) and accomplish the mission of providing quality food service to students and staff while complying with quality, safety, and sanitation standards.

III. APPLICABILITY

This policy applies to all employees, students, contractors, and contract providers of the DRC and in particular the CTA.

IV. DEFINITIONS

Contract Compliance - Adherence to all the stipulations set forth in the current food service contract governing the operations and management of the CTA food service operations.

Contract Staff - An employee of the contractor.

Contractor - The company and its agents currently in contract to provide the operations and management of CTA food service operations.

Food Service Contract - The signed document between the DRC Corrections Training Academy and the contractor which details how all CTA food service operations shall be managed.

Food Service Manager - An employee of the contractor with the responsibility of managing food service operations for the contractor.

Food Service Manual - The approved procedure manual supplied by the contractor, which details food service operations pertaining to the contract.

Food Service Contract Monitor - The CTA assistant superintendent responsible for monitoring food service operations, to include compliance with the contract and agency policies.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction (DRC) to provide an efficient food service operation within CTA that meets the dietary needs of the students and/or staff.

VI. PROCEDURES

A. Administration

1. CTA food service operation is monitored by the CTA assistant superintendent. The CTA contract monitor shall monitor contract compliance, adherence to the DRC Food Service Manual, food safety regulations and DRC policies.
2. The regional contract monitor shall visit the facility on a monthly basis to observe the operation of the food service department. The regional contract monitor shall monitor contract compliance, adherence to the food service manual, and DRC policies.
3. The regional contract monitor shall communicate compliance a deficiencies in performance to the contractor and follow up on corrective action(s) related to performance compliance during the exit meeting. This shall be accomplished by distribution of a food service metrics report.
4. If the metrics score generated in the report is less than 80%, the regional contract monitor shall require an action plan from the food service director and conduct a follow up visit within thirty (30) calendar days.
5. A Quarterly Food Service Report (DRC1153) shall be prepared by the CTA staff contract monitor/designee and shall be submitted to the managing officer. The report shall document activities in the following categories:
 - a. Menu item substitutions;
 - b. Calculations of student meals paid by CTA;
 - c. Menu shortages;
 - d. Use of leftovers;
 - e. Equipment repair and needs;
 - f. Sanitation inspections;
 - g. Staffing patterns; and
 - h. New contractor orientation.

B. Purchasing Procedures

1. Inventory levels of all food purchases shall be rotated to reflect a first in, first out (FIFO) procedure.
2. Non-perishable and frozen food purchases shall not exceed a storage life of more than ninety (90) days post delivery date from the supplier.
3. Perishable food purchases shall be properly sealed, labeled, and maintained under refrigeration of 35 – 40 degrees Fahrenheit and shall not exceed a shelf life in accordance with type:
 - a. Poultry 1-2 days
 - b. Beef, Veal, and Lamb 3 to 5 days
 - c. Ground Meats 1 or 2 days
 - d. Eggs 3 to 5 weeks
 - e. Potentially Hazardous foods
 - i. Prepared on site 1-2 days
 - ii. Commercially packaged 7 days
4. Monitoring of Storage Temperatures and Storage Areas
 - a. All food supplies shall be stored in a clean, dry, temperature controlled storage area. Refrigerated foods shall be stored at 35 to 40 degrees Fahrenheit, frozen food at 0 degrees Fahrenheit or below, and recorded on the staff dining food production record (DRC1207E). A dial or digital wall or shelf thermometer shall be used in dry and cold storage areas. Infrared thermometers are prohibited.
 - b. All food supplies shall be stored at least four (4) inches from the walls, six (6) inches above the floor, eighteen (18) inches below the ceiling and sprinkler heads, and not under sewer lines or near chemicals. Wooden pallets shall be removed from all food service areas immediately after food products from deliveries have been placed into dry and/or cold storage areas.
5. Inventory Monitoring
 - a. The food service manager shall ensure proper management of food and supplies for quantity, quality, handling and distribution to the point of use in accordance to DAS/CTA Food Service Contract.
 - b. All food supplies shall be inventoried at a minimum of once per month to ensure inventory accuracy.
 - c. Additional controlling methods shall be taken for food supplies considered a high risk to security as determined by the managing officer/designee.

C. Facility Meal Service

1. The food service manager shall ensure the Hazardous Analysis Critical Control Point (HACCP) plan is enforced when food items are prepared. This includes, but is not limited to: (e.g., pooling of raw eggs, meat patties from raw meats, meat salads and other applicable food items outlined in the HACCP procedure).
2. Main line menus shall be planned and prepared in a healthy manner that takes into consideration food flavor, texture, temperature, appearance, and palatability. Food shall be prepared following an approved recipe source designated by the private contractor dietary operations manager. Vegetarian options are available upon request.
3. Menus shall be posted in the Administration and Training Building and Parkview Building of CTA.
4. The food service manager shall receive instruction from the private contractor nutritionist or dietician on proper menu substitutions when a menu cannot be followed. The food service manager shall contact the private contractor nutritionist or dietician if additional clarity is required.
5. The dining area within CTA shall be clean, aesthetically appealing, sanitary and appropriately illuminated.
6. Hair covers are a requirement of all persons working with or around food and shall be made accessible to inmates, contract, and DRC employees upon entrance into the food service area.
7. Hot food shall be served at an internal temperature of 140 degrees Fahrenheit or above and cold food shall be served at an internal temperature of 40 degrees Fahrenheit or below. Temperatures shall be taken using a metal stem-indicating thermometer to check food temperatures. Infrared thermometers are prohibited.
8. Food temperatures shall be maintained for all meals served. Temperatures of food items shall be taken at the beginning and continuously throughout the meal period of each meal and recorded on the staff dining food production record (DRC1207E).
9. All food contact utensils and tableware shall be sanitized using a heat sanitizing method after they have been cleaned and rinsed at the following time:
 - a. After use;
 - b. Before starting work with a different type of food; and
 - c. After four (4) hours of continuous operation.
10. Sanitizing Temperatures
 - a. Heat sanitizing in a dish machine shall have a final rinse of no more than 194 degrees Fahrenheit and no less than 180 degrees Fahrenheit.

- b. Dish machine temperatures shall be recorded on the staff dining food production record (DRC1207E) for each meal.
 - c. When the dish machine is designed not to or fails to meet the temperature requirement defined in DRC policy 60-FSM-02, the following methods are permitted: a chemical sanitizer shall be used; single use tableware shall be used; or the following five-step, three-compartment sink process for manual washing.
 - i. Prior to washing, remove all excess food
 - ii. #1 sink – wash, water temperature ≥ 110 °F
 - iii. #2 sink – rinse
 - iv. #3 sink – sanitize
 - a) Heat sanitizing: Soak items for 30 seconds, minimal final sanitizing rinse water of 171 degrees Fahrenheit.
 - b) Chemical sanitizing: Follow the manufacturer’s guidelines for concentration, water temperature, contact time, water hardness and pH.
 - v. Air dry.
 - d. An irreversible thermometer, maximum registering thermometer, or a heat sensitive tape shall be available for use to check the temperature of items being sanitized.
11. All manual washing food contact equipment shall be sanitized using a heat or chemical sanitizing solution. Chemical sanitizing shall be at/to the following contact time per sanitizing solution:
- a. A chlorine solution shall have a minimum temperature based on the concentration and pH of the solution as listed in the following chart:

Concentration Range	Minimum Temperature	
	pH 10 or less °F (°C)	pH 8 or less °F (°C)
ppm (mg/L)		
25-49	120 (49)	120 (49)
50-99	100 (38)	75 (24)
100	55 (13)	55 (13)

- b. An iodine solution shall have the following:
 - i. Minimum temperature of 68 degrees Fahrenheit (28 degrees Celsius);
 - ii. pH of 5 or less or a pH no higher than the level for which the manufacturer specifies the solution is effective; and
 - iii. Concentration between 12.5 ppm (mg/L) and 25 ppm (mg/L).
- c. A quaternary ammonium compound solution shall:
 - i. Have a minimum temperature of 75 degrees Fahrenheit;
 - ii. Have a concentration as specified by the manufacturer’s use and directions included in the labeling; and
 - iii. Be used only in water with 500 ppm (mg/L) hardness or less or in water having hardness no greater than specified by the EPA-registered label use instructions.

12. Water and temperatures of the dish machine, pots and pans machine, and/or scullery shall be recorded three (3) times per day during each meal on the Staff Dining Food Production Record (DRC1207E).
 - a. When using a sanitizer, the ppm shall be recorded three (3) times per day during each meal on the Staff Dining Food Production Record (DRC1207E)
13. Food service safety education is provided to the contract staff by the contractor through the ServSafe Manager course.

D. Cleanliness and Sanitation

1. The contractor, who must be certified through ServeSafe Manager, shall conduct weekly inspections using the Weekly Food Service Sanitation Report (DRC1495) in regards to food service related supplies and equipment to assure optimal cleanliness and suitability for continued use. The contract food service manager shall provide the written report of this inspection to the CTA contract monitor and the CTA safety and health coordinator within three (3) days of the inspection.
2. The CTA safety and health coordinator shall conduct a monthly inspection using the Monthly Food Service Sanitation Report (DRC1256).
3. The weekly and monthly food service sanitation reports shall be submitted to the CTA contract monitor within three (3) days of the inspection.

Related Department Forms:

CTA Quarterly Food Service Report	DRC1153
Staff Dining Food Production Record	DRC1207E
Monthly Food Service Sanitation Report	DRC1256
Weekly Food Service Sanitation Inspection	DRC1495