

 <p style="text-align: center;">ALLEGHENY COUNTY BUREAU OF CORRECTIONS</p>	APPLICABILITY: All Authorized Personnel	
	POLICY NUMBER: #314	EFFECTIVE: 10/21/15 REVIEWED: 4/5/23
	TITLE: Food Service Procedures ACA Standards- 4A-02, 4A-03, 4A-04, 4A-05, 4A-06, 4A-07, 4A-08, 4A-11, 4A-12, 4A-13, 4A-15, 4A-16, 4A-17, 4A-18 Title 37-95.230 (1,2,3,4,5,6)	
	AUTHORIZED BY: ORLANDO L. HARPER SIGNATURE: <i>Orlando L. Harper</i>	

Policy

It is the policy of the Allegheny County Bureau of Corrections to provide inmates and correctional personnel with an adequate food service vendor through the competitive bidding process.

Purpose

To ensure the food service provider adheres to all standards set forth within the contract and state law regarding food preparation.

Procedures

General Guidelines

1. The food service manager shall be experienced in the operations of food service.
2. All meals shall be prepared, served and delivered under staff supervision.
3. Food shall be served promptly as possible and at the proper temperature.
4. Compartmented trays, plastic ware and paper products shall be utilized to serve food. More than one type of food may not be served in a non-compartmented container during normal feeding operations.
5. All employees and inmates shall be trained in the proper use of equipment, safety procedures and food handling.
6. One supervisory food service employee will be certified in food safety and sanitation in accordance with the food employee certification act (3 PA CSA 6501-6510 relating to food employee certification).
7. There shall always be a “person in charge” present during all hours of operations. If the person in charge is not certified, that person shall receive documented training as to the food safety and sanitation procedures established by policy.

8. The Allegheny County Bureau of Corrections (ACBOC) will provide the food service vendor with the proper equipment to facilitate the food preparation based on population size, type of food preparation, and methods of meal service.
9. ACBOC will provide the vendor with adequate food preparation area to prepare and serve meals, temperature controlled appliances for proper food storage and preparation and bathroom facilities for both employees and inmate workers.
10. The vendor will assure that the budgeted food service allowance for meal preparation, cost per meal, and related food service requirements and expenditures do not exceed the contractual agreement.
11. An accurate record of all meals prepared will be maintained in the food service department.

Diets

1. Prisoners will be provided a daily diet that is nutritionally adequate for the maintenance of good health. Prisoners will receive three meals a day, including two hot meals in a 24-hour time period. No more than 14 hours will lapse between evening and breakfast meals.
2. Regular and alternative menus shall be reviewed and approved by a registered dietitian or licensed physician and the prison administrator to assure that they meet the recommended daily allowance for nutritional standards. Menu evaluations shall be conducted quarterly by the food service manager to verify adherence to the established basic daily servings.
3. Food planning and considerations will take into consideration flavor, texture, appearance, temperature, and palatability. The manager will make certain that the food service plan is followed and any substitution will be documented. Variation from the plan may be allowed for holidays and weekend provided they meet all basic food nutritional standards. All menu substitutions shall be recorded.
4. Dietary requirements will be available for those inmates whose medical condition requires a prescribed therapeutic attention. A therapeutic diet manual will be available in the health services and food service areas for reference and information. The medical provider will notify food service in writing of all inmates requiring a special therapeutic diet.
5. Dietary requirements will be available for those inmates whose religious beliefs require an adherence to specified and approved religious dietary law. The

chaplain's Office will notify food service of any inmate requiring an approved special religious diet. (See policy # 435 Religious Activities)

Medical Clearance

1. To ensure the health and welfare of employees, all new employees and inmates will be required to pass a pre service employment physical. This exam will comply with all local requirements. When directed, employees and inmates may be reexamined to ensure they are free from illnesses that may be transmissible by food or food utensils.
2. Inmates and other persons working in food service shall be monitored each day for health and cleanliness by the food service manager.

Sanitation

1. Food shall be prepared and served in a sanitary manner. Food preparation and distribution areas shall be maintained in a safe and clean condition at all times. Therefore, an annual inspection by the health department is required to ensure food service facilities and equipment meet established health and safety codes. Corrective action shall be taken on any deficiencies noted in the inspection.
2. The food service manager will conduct weekly inspections of all food service areas including the kitchen and employee lounge. Daily inspections of water temperatures will be conducted and recorded.
3. Food will be stored and prepared in a proper manner to assure freshness and prevent spoilage and damage from insects and rodents. Stored shelf goods are maintained at 45 and 80 degrees Fahrenheit, refrigerated foods are stored between 35 to 40 degrees and frozen foods are stored at a temperature of 0 degrees Fahrenheit or at a temperature below 32 degree Fahrenheit that assures the product remains frozen. Temperatures will be checked and recorded three times a day.
4. All eating and drinking utensils shall be cleaned, rinsed and sanitized at least weekly. After each meal, eating and drinking utensils shall be cleaned, rinsed and sanitized before being reissued to another inmate utilizing the tray washer or the three compartment sink.
5. Appropriate food service head cover, beard/facial hair cover and gloves are to be worn by all staff, food service contractor, and inmates engaged in the preparation and/or distribution of food.

6. All food handlers shall wash their hands upon reporting to duty and after using the toilet facilities.