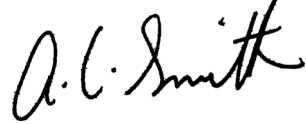




Department of
Rehabilitation & Correction

SUBJECT: Corrections Training Academy Food Service Operations	PAGE <u> 1 </u> OF <u> 7 </u> .
	NUMBER: 12-CTA-05
RULE/CODE REFERENCE: ORC 5120.01	SUPERSEDES: 12-CTA-05 dated 06/17/2019
RELATED ACA STANDARDS:	EFFECTIVE DATE: March 1, 2021
	APPROVED: 

I. AUTHORITY

Ohio Revised Code 5120.01 authorizes the Director of the Department of Rehabilitation and Correction, as the executive head of the department, to direct the total operations and management of the department by establishing procedures as set forth in this policy.

II. PURPOSE

The purpose of this policy is to establish procedures that guide food service operations within the Ohio Department of Rehabilitation and Correction (ODRC) 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 ODRC, in particular the Corrections Training Academy (CTA).

IV. DEFINITIONS

The definitions for the below listed terms can be found at the top of the ODRC policies page on the ODRC Intranet at the following:

<http://intra/policies/pagecontent/files/Policy%20Definition%20Spreadsheet%20-%20Intranet%202021.pdf>

- **Contract Compliance**
- **Contract Staff**
- **Contractor**
- **Food Service Contract**
- **Food Service Contract Monitor**
- **Food Service Manager**
- **Food Service Manual**

V. POLICY

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

VI. PROCEDURES

A. Administration

1. CTA food service operation is monitored by the CTA superintendent or designee. The CTA contract monitor shall observe contract compliance, adherence to the ODRC Food Service Manual, food safety regulations and ODRC policies.
2. Employees who attend the New Employees Orientation course or a specialized in-service training shall be provided meals at the discretion of the CTA superintendent or designee (in writing) when the following conditions are met:
 - a. Employees are not permitted to leave grounds due to operational need.
 - b. There is not enough time allotted for the employee to leave CTA grounds during the scheduled course of instruction.
3. If these conditions set forth in VI.A.2 of this policy are not met, the employee is expected to provide their own meal with the option to purchase a meal from the food service area at the posted price.
4. The regional contract monitor shall visit the facility monthly to observe the operation of the food service department. The regional contract monitor shall observe contract compliance, adherence to the food service manual, and ODRC policies.
5. The regional contract monitor shall communicate compliance and 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.
6. 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.
7. A Quarterly Food Service Report (DRC1153) shall be prepared by the CTA staff contract monitor~~r~~ or designee and shall be submitted to the CTA superintendent. 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° to 40° Fahrenheit and shall not exceed a shelf life per 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° Fahrenheit, frozen food at 0° Fahrenheit or below, and temperatures 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 inches (4") from the walls, six inches (6") above the floor, eighteen inches (18") 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 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 with the Department of Administrative Services (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 CTA superintendent or 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 pooling of raw eggs, meat patties from raw meats, meat salads, and other applicable food items outlined in the HACCP plan.
2. Mainline 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's 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 ODRC employees upon entrance into the food service area.
7. Hot food shall be served at an internal temperature of 140° Fahrenheit or above, and cold food shall be served at an internal temperature of 40° Fahrenheit or below. Temperatures shall be taken using a metal stem-indicating thermometer. 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° Fahrenheit and no less than 180° Fahrenheit.

- b. The temperature of the final rinse when chemical sanitizing in a dish machine shall be as recommended on the machine manufacturer’s data plate, but not less than 75°Fahrenheit.
 - c. Dish machine temperatures shall be recorded on the Staff Dining Food Production Record (DRC1207E) for each meal.
 - d. Dish machines that do not meet the temperature (design or operation) required per ODRC Policy 60-FSM-02, Food Service Operations, the following alternative methods are permitted: a chemical sanitizer; single use tableware; 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° Fahrenheit,
 - iii. #2 sink – rinse,
 - iv. #3 sink – sanitize,
 - a) Heat sanitizing: Soak items for thirty (30) seconds, minimal final sanitizing rinse water of 171° Fahrenheit,
 - b) Chemical sanitizing: Follow the manufacturer’s guidelines for concentration, water temperature, contact time, water hardness and pH; and
 - v. Air dry.
 - e. 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° F (28° C);
 - ii. A 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° 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 higher 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).
13. 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)
14. 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) regarding 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.

E. Contractor Orientation/Training:

1. All CTA Contractor Food Service staff shall complete contractor orientation as defined in ODRC Policy 39-TRN-12, Contractor Orientation. As part of this training, all forms listed below will be reviewed with the staff members. This training session will be provided to ensure the contract staff understands the work environment and the overall security operations of CTA.
2. The food service contractor shall train staff assigned to food service on the importance of proper hand washing techniques. This training shall address how food borne illness is prevented by hand washing and the use of gloves when preparing ready-to-eat foods. Training shall be completed upon assignment to food service and then on an as needed basis. Training shall be documented on the Elements of Personal Hygiene (DRC1913). A copy of the forms detailing successful completion of the hand washing technique training shall be filed in the food service area.
3. The food service manager shall ensure all staff in the food service area are trained in the use of food service equipment and in the safety procedures in the food service department shall be documented on the Equipment Training (DRC2175). Contractor training shall be documented as required by ODRC Policy 39-TRN-12, Contractor Orientation.

4. Food service safety education is provided to contract staff by the contractor through the ServSafe Manager course.
5. The contractor shall show documentation of training for all food service staff with regards to vomiting and diarrhea. This shall be documented on the Elements of Vomiting and/or Diarrheal Diarrhea Events (DRC2085).
6. The contractor shall show documentation of training for all food service staff in reporting diseases defined by the medical professional, that are transmissible through foods. Training shall be documented on the Food Employee Reporting Agreement (DRC2119).

Referenced ODRC Policies:

39-TRN-12 Contractor Orientation
60-FSM-02 Food Service Operations

Related 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
Elements of Personal Hygiene (Staff)	DRC1913
Elements of Vomiting and/or Diarrheal Diarrhea Events	DRC2085
Food Employee Reporting Agreement	DRC2119
Equipment training	DRC2175