

FOOD CART SERVICE PROCEDURE AND LIVING UNIT UTENSIL SANITIZING

- AUTHORITY:** Administrative Directive
California Code of Regulations, Title 15, Section 1467
- RESCINDS:** Procedure Manual Item 3-2-026, dated 06/30/14
- FORMS:** None
- PURPOSE:**
1. To standardize and provide for the proper sanitary conditions when serving food from the food carts at meal time.
 2. To ensure an approved cleansing procedure for utensils after each use in the unit.
 3. To establish a procedure for serving meals in living units.

I. GENERAL INFORMATION

Youth on cart crew will pick up Cambro food carts for each meal from the kitchen/Unit K area and deliver them to each unit, under staff supervision.

II. PROCEDURE

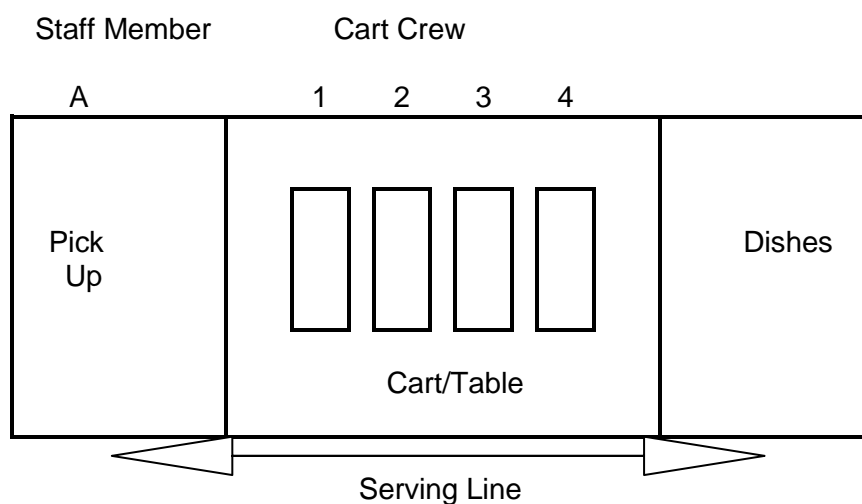
- A. Deputy Juvenile Correctional Officers will ensure the following are completed during each meal:
1. DJCO will count all silverware and utensils before and after every meal, to make sure it is all accounted for and properly returned to the kitchen.
 2. Any youth assigned to work on or around the food cart will have been cleared by the Medical Unit for this type of work.
 3. Each youth working on the food cart or around food will place a hair net on their head, completely covering the hair.
 - a. The youth will then wash their hands with soap.
 - b. NOTE: Repeat procedures above during meals and each time hairnets are removed and replaced.
 - c. Youth will wear plastic gloves, after they have washed their hands with soap and water, before handling any food or food service items.
 4. Ensure that the cart crew does not perform any activity that would contaminate their hands.

If they do, provide soap, water and towels for them to re-wash their hands.

5. The following procedures will be followed: Once the Cambro Hot food Cart is picked up and in the unit, the DJCOs will ensure that no Hot Food items are taken out of the Cambro hot food container until the Unit is prepared to start serving the meal. Unit DJCOs will ensure that at no time plates be prepared and placed on eating tables prior to the youth's arrival. Prior placement of silverware, fruits on a plate or bowl may be placed on tables just prior to serving the meal.

Due to the fact that the carts have no sneeze guards, the DJCOs will insure that the general population of the unit does not breathe on, sneeze or touch other youths' food or utensils.

6. Meal Service Procedures:



- a. Once the Unit is prepared for their meal, DJCOs will instruct the cart crew to begin set-up of the serving line table/cart. Cart crews will remove the hot food inserts from the Cambro container and place them on the serving line. The DJCOs will ensure that no Hot Food items are served until the youth are out of their rooms and the unit is prepared to start serving the meal. Once all other items are ready, unit DJCOs may start calling up youth and provide direct supervision of the food serving distribution for portion control.
- b. In this procedure the first server will serve his/her food item and pass the plate to the next server and so on, the last server will give the plate to the youth being served.
- c. Units will provide a table to place the salads, milk, desserts and placement of the plate of food.
- d. During all meals, youth are allowed to talk with those youth sitting at their assigned table.
- e. **A minimum of twenty minutes shall be allowed for the actual consumption of each meal except for those youth on medical diets where the responsible physician has prescribed additional time.**

7. When seconds are served, follow the same procedure as above.
 - a. When the youth's room # is called he will bring his plate up to the food cart. During the calling of room numbers, youth should refrain from talking. Talking shall resume after the completion of the serving of seconds. Youths' silverware will remain at the table.
 - b. Plates should not pass over the food.
 - c. Care should be taken to prevent the serving utensil from coming into contact with the plate as it may contaminate the remaining food.
 - d. If any of the cart food handlers re-contaminate their hands through any activities, i.e., taking off the hair net, eating their own food, etc., make sure they place hair nets on, wash their hands again before serving food, and put on new plastic gloves.

B. After each meal, Deputy Juvenile Correctional Officers will:

1. Make sure that the eating and drinking utensils that are used in the living units between meals are washed after each use and returned to the kitchen.
2. Arrange for washing the utensils in warm, soapy water, rinsing them in warm water.
3. A sterile bucket to dip the articles may be used. A sudsy solution of soap and water is sufficient cleaning to wash utensils. Once the utensils are washed they are to be returned to the kitchen for further cleaning and sterilization.

REFERENCES:

Procedures:	3-1-008	Institutional Food Service Sanitation and Safety Guidelines
	3-3-005	Youth Guidance Center Mealtime Preparation, Supervision and Cleanup
	3-3-023	YGC ROP Culinary Arts Food Handlers Health Screening, Education and Monitoring
	3-4-031	Screening, Education & Supervision of Youth as Food Handlers at Joplin Youth Center
	3-8-027	Meal Set-Up, Supervision & Cleanup Youth Leadership Academy
Policy:	G-7	Distribution and Use of County Services, Supplies, and Equipment

P. Trias

APPROVED BY: