

**YOUTH GUIDANCE CENTER
MEALTIME PREPARATION, SUPERVISION AND CLEANUP**

- AUTHORITY:** Administrative Directive
Welfare and Institutions Code 883
California Code of Regulations, Title 15, Article 9, Section 1460
- RESCINDS:** Procedure Manual Item 3-3-005, dated 09/28/15
- FORMS:** School Schedule (Attachment A)
YGC Dining Hall Set Up (Attachment B)
KP Assignment Roster (Attachment C)
YGC Unit Rotation Schedule (Attachment D)
- PURPOSE:** To describe a standardized procedure for mealtime preparation and supervision duties of staff during the meal and for cleanup duties after a meal at Youth Guidance Center.

I. GENERAL INFORMATION

Prior to a meal, the dining room tables are set up by youth assigned to the Regional Occupational Program (ROP) Culinary Arts Program. Immediately prior to the meal, the Duty Officer will notify the units to proceed to the dining room. During the meal, staff will supervise the youth in their assigned unit. After the meal, the units will clean the kitchen and dining room and set up the dining room for the next meal.

II. DETAILED PROCEDURE

A. Setup Prior to Each Meal

The ROP kitchen crew consists of those ROP youth participating in the Culinary Arts element of the program. They are assigned on an alternating basis to kitchen duty for each meal. Tasks involved in meal setup do not break down into specific tasks; therefore, kitchen staff will designate what jobs ROP youth are required to do.

1. Youth assigned to the Culinary Arts Program will be assigned to their shifts by the ROP staff. This list is updated weekly and is posted in each unit (Attachment A).
2. It is the responsibility of unit staff to check the ROP Culinary Arts Program schedule to ensure that youth are sent to the kitchen on time.

B. Call Down for Meals

1. Center One or the Duty Officer will coordinate each unit's entry into the dining room. Youth will proceed single-file into the dining room through the double doors, along the north wall past the sink, and along the outer aisle around the tables. Once each youth in the unit has taken his/her serving, they will go to their tables and be seated. After a staff-directed "**moment of silence**",

they may begin eating. Once youth are seated, they are to remain so until dismissed. **The youth must remain in the Dining Room for at least 20 minutes.**

2. Units will be called down to meals by the Duty Officer via pak-set in the following order:
 - a. If possible, Unit 300 will be called down first and enter into the kitchen annex.
 - b. The following units, 200, 400 and 500, will load into the dining room in the above order. In the event, one of these units is assigned KP duties, that unit will load in last, so that they do not have to wait an extensive amount of time to begin KPs.

C. Supervision Duties During Meals

1. Staff from each unit are responsible for supervision of the youth from that unit as well as the overall behaviors throughout the dining room.
2. Staff will ensure appropriate table manners are displayed by the youth at their tables and surrounding tables.
 - a. To maximize supervision, staff will sit at the outer tables of their units' assigned area, as indicated on the seating chart (Attachment B).
 - b. Staff will take a bucket to each table occupied by their unit and ensure that all silverware is collected.
 - c. At the direction of staff, one youth from each table will dump the trash bowl. Staff will check that no silverware is in the trash bowl.
 - d. When the meal is over, all plates, bowls and cups will be stacked neatly on the table. All trash will be thrown out. Unopened milk will be left on the table to be returned to the refrigerator.
 - e. Chairs for each unit must be quietly stacked in an orderly fashion and the stacks pushed to the wall to enable dining room cleanup. Staff will inspect the chairs for plaquing as they are being stacked.
 - f. Staff will direct the youth to quietly exit the dining room by the appropriate doorway and to line up outside.

D. Supervision Kitchen Police (KP) Duties

Once the meal is over, KP duties may begin. KP duties are assigned to youth from each unit using a KP Assignment Roster (Attachment C).

1. Staff supervising the dining room and the kitchen are responsible for their respective areas and youth under their supervision. Staff will oversee the quality of work being performed. Staff noticing substandard work should direct the youth to redo their task, and instruct the youth in the proper completion of their task, if needed.

3. Staff supervising the kitchen and dining areas are responsible for resolving any disciplinary problems; infractions of Institutional Rules of Conduct will be dealt with in the normal fashion with Special Incident Report (SIR) and Duty Officer notification.
4. Staff will be aware of the school schedule and promote speedy but thorough job completion. This will ensure youth are finished with the breakfast and lunch KP duties, and will prevent them from missing class.
5. If KP duties are not completed prior to the first class at [REDACTED] (for breakfast) or [REDACTED] (for lunch), staff are responsible for retaining enough youth to complete the task. If delays in completing the KP duties become excessive, or are due to problematic behavior, the unit supervisor or YGC Duty Officer should be advised.

E. Selection and Scheduling of Youth for KP Duties

1. Prior to the meal, staff in the unit assigned to KP duties for the meal will prepare a KP work crew list.
2. Staff will be responsible for training youth in their assigned jobs and ensuring satisfactory completion of the tasks.
3. Youth may work on KP duties based on the following:
 - a. The youth may not be on **Administrative Room Confinement (ARC)**, **General Room Confinement (GRC)** or **Behavioral Room Confinement (BRC)**.
 - b. Medically cleared to work in the kitchen or dining room by Medical Personnel.
 - c. The jobs will be assigned to youth according to the skills required for the job and the work habits, dependability, experience, abilities and preferences of the youth and staff on duty.
 - d. A youth may be assigned a job for the entire week or reassigned as deemed appropriate by unit staff.

F. Rotation of KP Duties

See Attachment D for a current KP Rotation Schedule.

REFERENCES:

Procedures: 3-3-026 Youth Guidance Center Kitchen and Dining Room Clean-Up

Attachments

M. Heil

APPROVED BY:

Youth Guidance Center ROP Schedule

Career Training for Transition, zero period class is held in RM-141, Monday-Thursday at 7:15am to 8:20 am

Main Laundry and Supplies training will take place M-F: Johnny Feng x2730

- | | | | |
|----|-----------------------|--|------|
| 1) | 1 st Block | | Unit |
| 2) | 2 nd Block | | Unit |
| 3) | 3 rd Block | | Unit |

Culinary Arts Training will be held 7 days a week: Kitchen x3732

BREAKFAST	1st Block M-F 6-10am	LUNCH	2nd Block M-F	DINNER AFTER SCHOOL M-F
M-F	Only			
Unit		Unit		Unit
Unit		Unit		Unit
Unit		Unit		Unit
Unit		Unit		Unit
SATURDAY KITCHEN CREW		SUNDAY KITCHEN CREW		
Unit	Unit	Unit	Unit	
Unit	Unit	Unit	Unit	

Chef's Assistant will work one on one with the cooks and on the weekend if needed:

- | | | |
|----|---------|----------|
| 1) | Mon-Fri | 6am-10am |
|----|---------|----------|

Recycling youth will collect the blue bins outside the classrooms and empty them in the bins behind the kitchen.

- | | | |
|----|---------|-------------|
| 1) | Mon-Fri | 2:45-3:15pm |
|----|---------|-------------|

Facility Maintenance youth will be working 5 days a week with ROP I

1 st Block M-F	2 nd Block M-F	3 rd Block M-F
	(10:20-11:50)	
1.	1.	1.
2.	2.	2.
3.	3.	3.

Auto Detailing Assistant youth will work 5 days a week, cleaning YGC vehicles, *pop check supervision- unit staff*)

- | | | |
|----|------------|-----------------------|
| 1) | Mon - Fri. | After school 1 HOUR |
| 2) | Mon-Fri | 2 nd block |

Nursery/Landscaping Occupations youth will meet M-F

1 st Block M-F [REDACTED]	2 nd Block M-F [REDACTED]	3 rd Block M-F [REDACTED]	7 th Per. M-F [REDACTED]
1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3. 4. 5.



KP ASSIGNMENT ROSTER

KITCHEN

- 1. RINSE _____
- 2. RINSE HELPER _____
- 3. RUN _____
- 4. SILVER I _____
- 5. SILVER II _____
- 6. WASH _____
- 7. RACK _____
- 8. *HELPER I _____
- 9. *HELPER II _____
- 10. POTS I _____
- 11. POTS II _____

*HELPERS ARE ALSO RESPONSIBLE FOR POLICING AROUND THE DUMPSTERS

DINNING ROOM

- 1. **Annex -** _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____

Current Year

KITCHEN / DINING RM K.P. SCHEDULE & GATE COVERAGE

<u>DATE</u>	<u>A.M. / MAJORS</u>	<u>LUNCH</u>	<u>P.M.</u>	<u>GATE</u>
(2 WEEK ROTATION)	500	200	300	400
	400	500	200	300
	300	400	500	200
	200	300	400	500
	500	200	300	400
	400	500	200	300
	300	400	500	200
	200	300	400	500
	500	200	300	400
	400	500	200	300