

**JUVENILE FACILITIES FOOD SERVICE
SANITATION AND SAFETY GUIDELINES**

AUTHORITY: **Administrative Directive**
California Code of Regulations, Title 15 – Minimum Standards for Juvenile Facilities, Sections 1414 and 1465 - 1467
California Retail Food Code, Sections 114095 - 114099.5 and 114110 - 114119
California Code of Regulations, Title 15, Section 1414 and 1465 -1467
Health and Safety Code, Section 114020

RESCINDS: Procedure Manual Item 3-1-008, dated 02/25/16

FORMS: None

PURPOSE: To comply with Board of State and Community Corrections (BSCC) minimum standards for juvenile facilities Food Services Programs, Title 15, Article 9, Section 1465 and 1466 by delineating the procedures for maintaining proper sanitization and safety within the Probation juvenile facilities.

I. GENERAL INFORMATION

Sanitation/Food Safety

Supervisor responsibility: It is the responsibility of the Food Service Supervisor to prevent food borne disease by implementing preventative procedures.

Kitchen facilities, sanitation, and food preparation, service, and storage shall comply with standards set fort in Health and Safety Code, Division 104, Part 7, Chapters 1-13, Sections 113700 et seq. California Retail Food Code (CalCode).

II. PROCEDURES

A. Prevent food contamination by:

1. Avoiding food cross-contamination
2. Observing proper meat thawing, 3 days in advance
3. Observing proper food storage and handling.
4. Observing proper personal hygiene

B. Retarding the growth of micro-organisms in food by:

1. Thoroughly heating, processed or cooking of foods
2. Keeping hot foods hot (140 degrees or above)
3. Keeping cold foods cold (35 to 40 degrees)

4. Storing and protecting foods from change in temperature
 5. Sanitizing dishes during washing
- C. Training and motivating personnel to develop and maintain a sanitary work environment.
- D. Ensuring food service personnel are aware of and updated in potential health hazards.
- E. Inspection plates: purpose of this plate is to allow for testing of food items prepared by the kitchen in the event of a food borne illness outbreak.

All Probation Foodservice kitchen facilities and kitchen staff shall follow the procedures listed for the sample inspection plates.

1. An "Inspection Plate" will be prepared by the kitchen staff, consisting of one serving of each product prepared for consumption, for each meal prepared daily (breakfast, lunch and dinner).
 2. The "Inspection Plates" will be labeled with the date prepared, the meal prepared (as in breakfast, lunch and dinner) and name of the cook in charge for that meal. Plates will be held for a period of 24 to 36 hours or until the next like meal. Plates shall be stored in one of the refrigerators. This would ensure that the plates are kept separate from other items and would not be discarded by accident. This applies only for prepared items such as a Breakfast Plate, which may consist of eggs, sausage and hash brown potatoes. (Milk, bread and fruit need not be part of this plate sample, because these items are kept in stock for a period of two to three days due to ordering requirements and these items unlike meats and sauces, are least likely to cause a food borne outbreak).
 3. The Chief Cooks or in their absence a designated kitchen staff member, will ensure that the Inspection Plates are being prepared by kitchen staff each and every meal, and replaced with the new plates the following day. (The only exception shall be the breakfast plate, as it is the earliest meal and time constraints would not allow for any inspection of this plate until a later time. It is therefore necessary to keep the breakfast plate until noon the next day.) There shall be "NO EXCEPTIONS" in preparing any of the Inspection Plates.
 4. The Inspection Plates shall be made available when asked for by the Medical Unit, Health Care Agency and Facility Directors.
 5. The Inspection Plate would ensure that all precautions and guidelines are followed by kitchen staff and could also provide a quick solution to the cause of an outbreak.
- F. Ensuring proper temperature and updated on proper storage of food products are vitally important in preventing food borne illness.
1. Freezers must be kept at zero degrees or below.
 2. Refrigerator must be checked daily and kept at 38 to 40 degrees.

3. Produce refrigerator must be kept at 38 to 40 degrees.
 4. Thaw box refrigerator must be kept at 32 to 38 degrees.
 5. Dry storage area – must be kept at room temperatures.
 6. Always rotate food products (first in, first out) according to chronological dates.
- G. Maintain the dry store food storage areas as described in the following guidelines in order to increase shelf life.
1. Maintain appropriate and safe, shelving.
 2. Provide for adequate air circulation
 - a. Shelves must be 2-4 inches from walls.
 - b. Stock must be 6-12 inches from ceiling.
 - c. Bottom shelves must be 2-4 inches from floor.
 3. Stock rotation
 4. Cleanliness
 - a. Sweep and dust daily.
 - b. Clean up spill immediately.
 5. Adequate insect and rodent control is maintained through daily inspection of kitchen and food service areas.
 - a. Inspect for rodent droppings
 - b. Inspect for roaches and ants
 - c. Schedule pest control spraying

H. Dish washing

Regardless of whether, dishware is washed manually or by machine. The final result depends on supervision, knowledge, skill, and conscientiousness of the personnel doing dishwashing. The following temperatures must be maintained for proper sanitation. California Retail Food Code (Cal-Code), Sections 114095-114799.5 and 114101-114119 contains the requirements for sanitizing.

1. Manual Washing – 110 to 125 degrees.
 - a. Manual sanitization shall be accomplished in the final sanitizing rinse by one of the following:
 - (1) Contact with a solution of 100 PPM available chlorine solution for 30 seconds.

(2) Contact with a solution of 25 PPM available iodine for one (1) minute.

- b. It is critical that the final sanitizing rinse concentration and contact time be strictly followed in order to prevent the transfer of pathogenic micro-organisms through the contact with contaminated equipment and utensils. Failure to follow the specific requirements for each sanitizer may allow pathogenic micro-organisms contaminating a food contact surface to survive the sanitizing process.

2. Automatic Dish Washing

Detailed operation instructions will be posted on or near this equipment. It is important to check the detergent feed on the wash tank and the rinsing agent feed on the final rinse tank for the proper dispensing of the agents. The following temperatures must be maintained for proper sanitation.

- a. Wash temperature – 165 degrees
- b. Final rinse – 180 to 195 degrees
- c. California Retail Food Code (Cal-Code) contains the requirements that domestic dishwashers be capable of providing heat to the surface of the utensils to temperature of at least 165 degrees Fahrenheit, for the purpose of cleaning and sanitizing.
- d. Dishware, pots, and pans should be air dried (30-60 seconds and stored inverted).

I. Pest control

The continual presence of pests such as rats, cockroaches, and house flies may cause serious health problems. Eliminating pests usually means eliminating their avenues of access or their habitats. Guidelines to control the access of pests are as follows.

1. Keep all windows and doors closed or screened.
2. Eliminate small openings.
3. Ensure that all cracked and missing tiles in flooring and walls are promptly repaired.
4. Provide current fans over doorways.
5. Dispose of containers where pests can breed or hide.
6. Clean up spills and food scraps.
7. Formulate a schedule for spraying of the kitchen and storage areas on a bimonthly or monthly visit, depending on the needs and requirements to control pests.

J. Kitchen Equipment

Food service depends on specialized equipment for storing, preparing, cooking and serving of foods, and for cleaning.

1. Kitchen staff must know how to use and maintain all kitchen equipment.
2. Before assigning personnel to operate the specialized equipment, you must ensure that they have been properly trained in its use, safety requirements, and cleaning procedures.

K. General Kitchen Cleaning:

1. Food service depends on the knowledge of its supervisors and personnel for proper sanitation and cleaning of equipment and kitchen areas. It is everyone's responsibility to ensure that proper procedures and sanitation guidelines are followed.

Always start from top to bottom. Only use authorized cleaning agents. Major cooking areas and utensils include but are not limited to: counter tops, cooks' work table, exhaust fans, ovens, deep fat fryers, steam kettles, hot carts, Cambros and pushcarts, slicers, choppers, mixers, **and** dish washing machine.

2. All areas and equipment must be cleaned and sanitized after each use to prevent contamination and food borne illness. Floors must be clear of all spills and cleaned daily with hot soapy water and disinfectant and rinsed with clear hot water. For safety precautions, floor signs must be posted to warn of wet floors.

L. Occupational Clothing and Personal Hygiene

1. California Retail Food Code outlines that the Facility Administrator, in cooperation with the Food Service Manager, shall develop procedures for education and ongoing supervision and cleanliness of food handlers. To comply with the Health and Safety code, facilities should ensure that Food Services personnel adhere to the following guidelines.

a. All Food Service personnel will wear clean uniforms and hairnets or caps.

b. Work shoes:

(1) **Must** be non-slip soles.

(2) Footwear must be closed toe and closed heel in order to offer maximum protection.

2. Personal Hygiene

Food Service Personnel must be made aware of acceptable sanitary practices and must assist in all efforts to minimize the chances of food contamination and the outbreak of food related illness. Suggested guidelines are as follows:

- a. Since the most common source of food borne illness is the human body, it is important that food service personnel develop good sanitary habits by:
- (1) Daily bathing or showering
 - (2) Washing hands
 - (a) After using toilet facilities, signs posted.
 - (b) After smoking
 - (3) Keeping fingernails clean.
- b. Food Service Personnel must not commit any act which may result in contamination or adulteration of any food, food contact surface, or utensil.
- (1) Always use protective disposable gloves.
 - (2) Use tongs or other implements when touching any food items.
 - (3) Report to supervisor when ill.
- c. Facilities using juvenile workers in food preparation areas should pay particular attention to their supervision policies and procedures.
- Consideration should be given to placing hand-washing facilities in a location where staff can observe juvenile workers washing their hands.
- d. General safety and evacuation procedures, including fire drills and earthquake procedures will be reviewed and practiced regularly.
- Fires and earthquake **are** always a possibility, **therefore**, all personnel will be trained in proper procedures for evacuating the building, and proper use of fire extinguisher. A gathering place outside the kitchen will be designated for accountability of all personnel.

REFERENCES:

Procedures:	3-1-017	Care and Use of County-Owned Facilities/Equipment
	3-13-009	Labeling and Storing Goods and Materials

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APPROVED BY: