

**MEAL SET-UP, SUPERVISION AND CLEAN-UP –
YOUTH LEADERSHIP ACADEMY**

- AUTHORITY:** Administrative Directive
California Code of Regulations, Title 15 – Minimum Standards for Juvenile Facilities, Section 1467 and 1510
Welfare and Institutions Code, Section 883
- RESCINDS:** Procedure Manual Item 3-8-027, dated 11/27/19 (RENUMBERED)
- FORMS:** None
- PURPOSE:** To describe a standardized procedure to set up and clean up the dining areas at the Youth Leadership Academy (YLA).

I. GENERAL INFORMATION

- A. As detailed in Section 1467 of Title 15, policies and site-specific procedures shall be developed and implemented to ensure that appropriate work assignments are made, and food handlers are adequately supervised. Food shall be prepared and/or served only under the immediate supervision of a staff member.**
- B. As detailed in Section 1510 of Title 15, the facility administrator shall develop and implement written policies and site-specific procedures for the maintenance of an acceptable level of cleanliness, repair and safety throughout the facility. The plan shall provide for a regular schedule of housekeeping tasks, equipment, including restraint devices, and physical plant maintenance and inspections to identify and correct unsanitary or unsafe conditions or work practices in a timely manner. The use of chemicals shall be done in accordance to the product label and Safety Data Sheet which may include the use of Personal Protection Equipment (PPE).**

Medical care housing as described in Title 24, Section 13-201(c)6 shall be cleaned and sanitized according to policies and procedures as established by the health administrator.

- C. The dining area set-up is completed by youth assigned to KP (“Kitchen Patrol”) duties. Assignment to KP duties is based on positive progress in the unit and is determined by staff. Staff will supervise youth during meal set-up. The youth are in charge of preparing for each meal. The staff member is responsible for supervising the quality of work, as well as the behavior and interactions of the youth.**

II. PROCEDURE

- A. Selection of Youth for KP Duties**
- 1. Youth must show positive behavior in the unit to be selected for KP.**

2. Youth must have achieved **Phase 2** to be considered for KP duty.
3. KP work crew lists will be posted by the Night **DJCO**.
4. Staff will be responsible for training youth in their assigned jobs and ensuring satisfactory completion of the tasks.
5. Staff will ensure that each youth assigned as food handlers for KP duties must complete Food Service Safety & Handling Training prior to being selected as a food handler.
6. The youth may not be on a behavior status.
7. **Youth must be** medically cleared to work in the kitchen or dining room by medical personnel.
8. 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.

B. Meal Set-up

1. Meal set-up begins 20 minutes prior to the meal.
2. **Meal tray delivery**
 - a. **Turn on food warmers at the beginning of meal set up.**
 - b. **Kitchen staff will deliver pre-proportioned food trays to the unit and place them in the food warmers.**
 - c. **Pre-proportioned food tray delivery schedule for weekdays is as follows:**
 - (1) **Breakfast food trays delivered by kitchen staff between 7:30am and 8:00am, and no later than 8:30am.**
 - (2) **Lunch food trays delivered by kitchen staff between 12:00pm and 12:30pm, and no later than 1:00pm.**
 - (3) **Dinner food trays delivered by kitchen staff between 5:00pm and 5:30pm.**
 - d. **Pre-proportioned food tray delivery schedule for weekends and holidays is as follows:**
 - (1) **Breakfast food trays delivered by kitchen staff between 8:00am and 8:30am, and no later than 9:00am.**
 - (2) **Lunch food trays delivered by kitchen staff between 12:00pm and 12:30pm, and no later than 1:00pm.**

(3) Dinner food trays delivered by kitchen staff between 5:00pm and 5:30pm.

e. Turn off and unplug food warmers after dinner service.

3. Deputy Juvenile Correctional Officers will ensure the following steps are completed during each meal:
 - a. DJCO will count all **eating** utensils (**sporks**) before and after every meal to make sure **they are** all accounted for and properly returned to the kitchen.
 - b. Each youth working on the food cart or around food will place a hairnet on their head, completely covering the hair.
 - c. The youth will then wash their hands with soap.
 - d. Repeat procedures above during meals and each time hairnets are removed and replaced.
 - e. Youth will wear plastic gloves, after they have washed their hands with soap and water, before handling any food or food service items.
4. KP Crew Duties:
 - a. Fill pitchers with ice and water for each meal and place pitchers on the tables.
 - b. Put out condiments as noted on the menu and supplied on the food cart.
 - c. Put milk cartons out on the tables, one at each place setting.
 - d. Assist **DJCO** staff with preparation of trays for youth eating in their rooms.
5. **DJCO** staff will check to ensure all tables received equal portions of condiments, **fruit**, and milk, and to ensure that the set-up crew has not tampered with the food.

C. Meal Service

1. No hot food items are taken out of the **food warmer** until the unit is prepared to start serving the meal. Unit DJCOs will ensure that at no time **pre-proportioned food trays be** placed on eating tables prior to the youth's arrival.
2. DJCOs will ensure that the youth do not breathe on, sneeze or touch other youths' food or utensils.
3. Once the unit is prepared for the meal, DJCOs will instruct the KP crew to provide one pre-proportioned food tray from the food warmer per youth.

4. Kitchen staff will provide menu to the unit weekly.
5. Staff will provide direct supervision of the **pre-proportioned food tray** distribution.
6. At staff direction, youth will move from their rooms to the serving line.
 - a. One youth will be served at a time.
 - b. Youth will move through the serving line and **be provided with a pre-proportioned food tray from the food warmer**, then proceed to their assigned seat before consuming their food items.
 - c. Youth will be served **a pre-proportioned food tray prepared by kitchen staff** as noted on the menu or meal instructions. Extra portions or special requests will not be permitted.
7. When seconds are served, follow the same procedure as above.
8. Staff will ensure that youth with special diet plates receive their appropriate meal as provided by the kitchen.

D. The Meal

1. Youth will remain seated during the meal and not leave their seat without specific instructions from staff.
2. During all meals, youth are allowed to talk with those youth sitting at their assigned table. Youth will not talk across the unit or to youth at other tables without staff permission.
3. Youth will not talk during unit structure or during serving of seconds so that the youth can clearly hear and understand staff instructions.
4. Near the end of the meal, a staff member will structure the group as to daily activities, expectations and noise level.
5. Youth shall have a minimum of twenty minutes for the actual consumption of each meal except for those youth on medical diets where the responsible physician has prescribed additional time. **DJCO** staff will dismiss the meal after 30 minutes. Dismiss the youth in a quiet and orderly fashion. Remind each youth that chairs need to be pushed in or stacked quietly in an orderly fashion. Stacked chairs are to be pushed against the perimeter rail for cleanup. Staff will direct the youth to quietly exit the dining area and to conduct hygiene in their rooms.

E. Clean-up

1. Assigned KP youth will be responsible for cleaning the dining area. Staff will direct crew members to particular tasks to ensure the smooth and timely completion of the job. The tasks are as follows:

- a. Collect all trash from the **unit** trash cans and place trash in the outside push dumpster. Place new can liners in the unit trash cans. Staff will supervise the youth dumping the trash can.
 - b. Collect salt and pepper shakers, unused milk, and unused condiments.
 - c. Collect dirty **food trays** and pitchers to be washed.
 - d. Wipe off crumbs of food or remaining trash from each table, then wash and dry each table.
 - e. Sweep and mop the dining area floor after all tables have been cleaned of trash.
 - f. Set up the area for programming or the next meal at the direction of staff.
 - g. Clean the drinking fountain.
 - h. **Ensure the food warmer is cool to the touch and unplugged. Clean the food warmer with mild soap and water.**
2. Assigned KP youth will be responsible for cleaning the kitchen and pantry area. Staff will direct crew members to particular tasks to ensure the smooth and timely completion of the job. The tasks are as follows:
- a. Scrape food remnants from all **food trays and** utensils into a lined trash can.
 - b. Empty liquids into a sink or bucket before disposing of containers.
 - c. Wash all **food trays and** utensils and return to the food cart for return to the kitchen.
 - d. Wipe down all sinks, appliances, counter tops and back splash areas.
 - e. Sweep and mop the floors in the kitchen and pantry.
 - f. Place trash in the outside push dumpster. Place new can liners in the unit trash cans. Staff will supervise the youth dumping the trash can.
 - g. **Return all clean food trays and utensils to the kitchen, escorted by staff.**

F. Staff Supervision Duties During the Meal

1. Staff are responsible for supervision of the youth during meal set-up, service and clean-up.

2. To mitigate potential blind spots and maintain proper safety and security, **DJCO** staff will position themselves to provide direct supervision in the kitchen and pantry area during periods when youth are in these areas. When these areas are not in use, the doors will be closed and secured.
3. To maximize supervision, staff will position themselves at the perimeter of the eating area during the meal. Staff may stand near the tables they are supervising, or they may also sit with youth at a table. Staff should be standing near the end of the meal.
4. One or more staff will position themselves to provide direct supervision of the meal service area and the youth waiting to be served. This staff will ensure proper **food tray distribution**, sanitary conditions and appropriate conduct during meal service.
5. Staff will ensure appropriate table manners are displayed by the youth at their tables and surrounding tables.
6. If second portions are available, staff will oversee the distribution of the portions until gone. Seconds are distributed based on youth's phases.
7. Staff will inspect the chairs and tables to check for plaquing.

REFERENCES:

Procedures:	3-1-017	Care and Use of County-Owned Facilities, Keys and Equipment
	3-13-001	Juvenile Facilities Food Service Sanitation and Safety Guidelines
	3-13-002	Food Cart Service Procedure and Living Unit Utensil Sanitizing

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APPROVED BY: