

MEALTIME PREPARATION, SUPERVISION AND CLEANUP- YOUTH GUIDANCE CENTER

- AUTHORITY:** Administrative Directive
Welfare and Institutions Code 883
California Code of Regulations, Title 15, Section 1460, 1467 and 1373
- RESCINDS:** Procedure Manual Item 3-3-005, dated 01/15/20
- FORMS:** YGC Dining hall set up (Attachment A)
YGC Kitchen assignment roster (Attachment B)
YGC Unit rotation schedule (Attachment C)
- 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

- A. Per Title 15 Section 1373, the facility administrator shall develop policies and procedures regarding the fair and consistent assignment of youth to work programs. Work assigned to a youth shall be meaningful, constructive and related to vocational training or increasing a youth's sense of responsibility. Work programs shall not be imposed as a disciplinary measure.**
- B. Per Title 15 Section 1460, Meals shall be served at least three times in any 24-hour period. At least one of these meals shall include hot food. Food shall be offered to youth at the time of initial intake, shall be served to youth if more than 14 hours pass between meals, and shall be served to youth on medical diets as prescribed by the attending physician. A snack shall be provided to all youth between 2 to 4 hours after the dinner meal is served. 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. Provisions shall be made for youth who may miss a regularly scheduled facility meal. They shall be provided with a substitute meal and beverage, and youth on medical diets shall be provided with their prescribed meal.**
- C. Per Title 15 Section 1467, 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.**
- D. Prior to a meal, the dining room tables are set up by kitchen staff with water pitchers and condiments. 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 assigned units will clean the kitchen and dining room and set up the dining room for the next meal.**

II. PROCEDURE

A. 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 **their** 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. **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.**
2. Units will be called down to meals by the Duty Officer **or Center One**, via pak-set in the following order:
 - a. If possible, Unit 300 will be called down first and **seated in the dining room** annex.
 - b. **Unit 200 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.

B. 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. **During all meals, youth can 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**
 - c. Staff will take a bucket to each table occupied by their unit and ensure that all silverware is collected.
 - d. 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.
 - e. 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.

- f. 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.
- g. Staff will direct the youth to quietly exit the dining room by the appropriate doorway and to line up outside.

C. 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.
- 2. 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.
- 3. 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.
- 4. If KP duties are not completed 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.

D. 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. Medically cleared to work in the kitchen or dining room by Medical Personnel.
 - b. 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.
 - c. A youth may be assigned a job for the entire week or reassigned as deemed appropriate by unit staff.

E. Rotation of KP Duties

See Attachment **C** for a current KP Rotation Schedule.

REFERENCES:

Procedures:	3-13-005	Youth Guidance Center Kitchen and Dining Room Clean-Up
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Attachments

M. Heil

APPROVED BY:

KEY

Date: 12/30/11

→ = Direction of Supervision

1→ = Primary Staff

2→ = Secondary Staff

3→ = Third staff if Available

Not drawn to scale

KITCHEN AREA

Dishwasher Area

Coffee Area

Serving Line →

SJCO'S

500

500

500

500

↑ 2

← 1

MAIN

ENTRANCE

2 ↓

← 1

2

200

○

○

← 1

Dining Room ANNEX

↓

Office

← 1

300

300

300

Head Cook's

EXIT

EXIT

3→

300

↑ 2

200

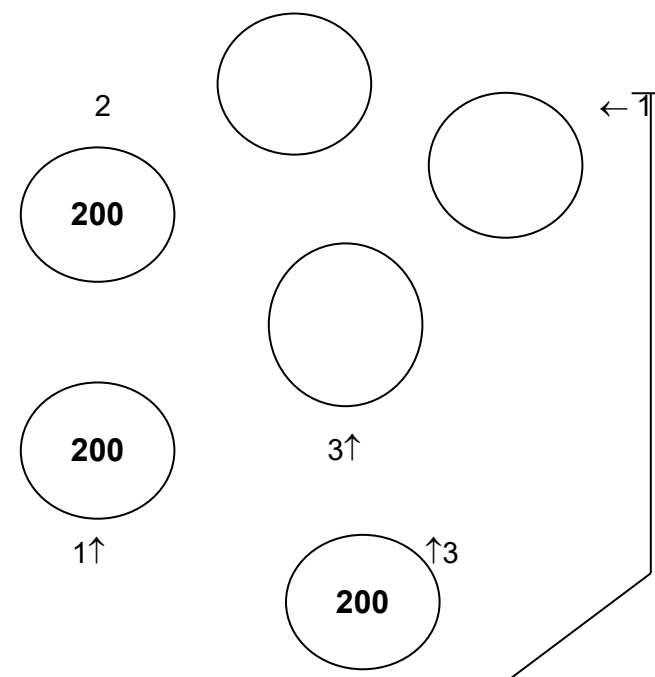
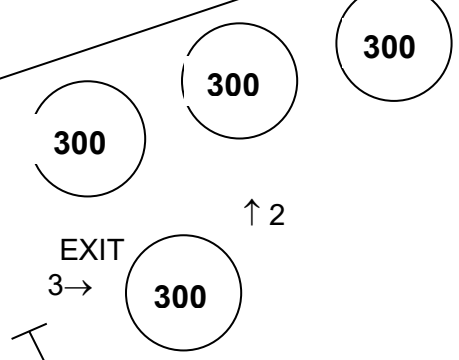
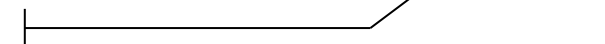
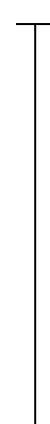
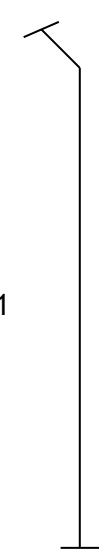
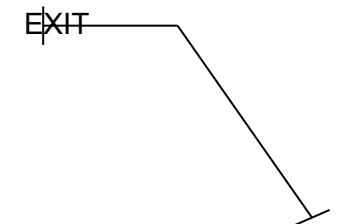
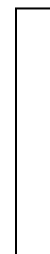
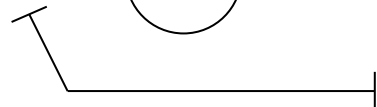
1↑

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3↑

200

↑ 3



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