

FOOD CART SERVICE PROCEDURE AND LIVING UNIT UTENSIL SANITIZING

- AUTHORITY:** Administrative Directive
California Code of Regulations, Title 15 - Minimum Standards for Juvenile Facilities, Section 1467
- RESCINDS:** Procedure Manual Item **3-13-002**, dated **08/18/23**
- FORMS:** None
- PURPOSE:** To standardize and provide procedures to ensure proper sanitary conditions when serving food, cleansing utensils and establish a procedure for serving meals in the living units.

I. GENERAL INFORMATION

Food shall be prepared and/or served under the immediate supervision of a staff member. Juvenile Hall kitchen staff will deliver meals to all units daily.

II. PROCEDURE

- A. Deputy **Probation** Correctional Officers (**DPCO**) will ensure the following are completed during each meal:
1. **DPCO** will count all silverware and utensils before and after every meal, to **ensure** 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 **and** before handling any food or food service items.
 - d. Any youth with facial hair working with or around food items will be required to wear a beard net in order to prevent the contamination of food.
 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.

Since the carts have no sneeze guards, the DPCOs will ensure that the general population of the unit does not breathe on, sneeze or touch other youths' food or utensils.

5. Kitchen staff deliver the food carts to every unit. Meals are pre-served into trays. Youth will grab a tray as they come to the day area.
 - a. During all meals, youth may be allowed to talk with those youth sitting at their assigned table.
 - b. A minimum of **thirty** 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.

B. After each meal, Deputy **Probation** Correctional Officers will:

1. Ensure the eating utensils used in the living units between meals are washed after each use, accounted for, logged into ICMS, 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:	3-13-001	Juvenile Facilities Food Service, Sanitation and Safety Guidelines
	3-13-003	Meal Set Up, Supervision and Cleanup - Youth Leadership Academy
	3-13-004	Mealtime Preparation, Supervision and Cleanup Youth Guidance Center
Policy:	G-7	Distribution and Use of County Services, Supplies, and Equipment

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APPROVED BY: