I. **POLICY:**

The Department of Juvenile Justice Director of Nutrition and Food Services shall oversee Department food service operations, including ensuring compliance with Dietary Reference Intakes (DRIs) and United States Department of Agriculture (USDA) meal pattern regulations for youth. The Food Service Director shall supervise all food service operations in each secure facility.

II. **DEFINITIONS:**

**Dietary Reference Intakes (DRIs):** Developed and published by the Institute of Medicine (IOM), the DRIs represent the most current scientific knowledge on nutrient needs of healthy populations.

**Director of Nutrition and Food Services:** The Office of Nutrition and Food Services (ONFS) employee responsible for the oversight and management of nutrition and food services within secure facilities.

**Chief of Nutrition and Food Services:** The second-in-charge employee responsible for the proper management and direction of the Food Services Department.

**Regional Food Service Administrators (RFSA):** The employee(s) responsible for the regional oversight of facility nutrition and food services.

**Registered Dietitian (RD):** ONFS employee responsible for developing and analyzing menus to meet USDA regulations and developing special diets.

**Food Service Director (FSD):** The designated full-time employee who is experienced in food service management to manage dietary operations, direction, staffing, and accurate completion of all required records for ONFS.
**Assistant Food Service Director (AFSD):** The second-in-charge employee at the facility responsible for the proper management, direction and staffing of the Food Services Department.

**Production Record:** Record of meals produced to show how they contribute to the required meal components and food items.

**ServSafe®:** A training and certification program designed by the National Restaurant Association specifically to teach those in the food preparation business to properly receive, prepare, hold, and serve food following strict sanitation guidelines and best practices.

### III. PROCEDURES:

#### A. Training:

1. Food service management and staff will receive On-the-Job Training (DJJ 4.2, Attachment G) and annual continuing education training in school nutrition and food service related areas. All training will be documented in the Training Resource Information System (TRIS).

   a) The designated staff member’s management responsibilities are outlined in a job description, written agreement, or job contract.

2. FSDs will be ServSafe® certified upon hire and the AFSD will be ServSafe® certified within 90 days of hire.

3. All ServSafe® certified food service staff must be scheduled to take the ServSafe examination no later than 90 days prior to the certificate expiration. The employee must complete re-certification prior to the certificate expiration.

4. ONFS will offer ServSafe® training and testing to food service employees at no cost a maximum of two times per certification/re-certification. FSDs and AFSDs unable to obtain the certification within two attempts must obtain certification outside of DJJ and will not be reimbursed for the cost.

5. Food service employees must maintain all required professional credentials in accordance with DJJ 3.55, Professional Credentials. ONFS staff who fail to maintain required professional credentials will be subject to dismissal.

6. ONFS will maintain documentation of all ServSafe® employee certifications.
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7. All food service staff will complete annual Civil Rights training by April 30th each year. New employees will complete the training as part of their On-the-Job Training.

8. FSDs will train all food service staff on food allergies as required by the Georgia Food Code using the Food Facts: Food Allergy In-Service (Attachment D). The attachment should be signed and dated by all employees and available for health inspectors upon inspections.

B. Food Service Management Companies:

1. FSDs will ensure that food and supplies are purchased at wholesale prices and in accordance with mandatory statewide contracts and established food and non-food contracts.

2. When a food service management company provides food services, ONFS shall maintain written documentation that the food service management company complies with the following:

   a) USDA school nutrition regulations;
   b) DJJ department policies; and
   c) Local requirements.

C. Meal Counts:

1. Food service staff will refer to the Meal Application Roster from the Juvenile Tracking System (JTS) prior to the first scheduled meal each day to determine the number of meals to prepare. Food service staff will take into account all employee meals and the projected number of youth intakes.

2. FSDs will ensure the accurate documentation of the number of meals prepared and served. Food service staff will use a clicker and/or roster to count the number of meals served.

3. Accurate daily meal counts must be recorded on the Daily Meal Count Record (Attachment A), to include all meals provided.

4. Youth will be counted only one time per meal.

5. If youth do not participate in the Afterschool Care (enrichment or tutorial) Program (ACP), the afterschool snack will not be claimed for reimbursement.
a) A daily roster will be used by food service to verify youth who received ACP snack and indicate number of youth eligible for reimbursement and ineligible for reimbursement.

6. ONFS will conduct regular edit checks at all facilities to ensure accurate daily meal counts. If a discrepancy is noted, ONFS will follow up with food service staff for corrections.

D. Production Records:

1. Food service staff will document the 1) projected number of meals to prepare, 2) menu, 3) each menu item, 4) meal component contribution of each menu item, and 5) total amount prepared of each menu item for breakfast, lunch, and dinner in the production record that is maintained on-site in the food service office. In addition, the cost per meal will be reflected on the production records for the breakfast meal, as required by Department of Education (DOE).

2. Production records shall accurately reflect all foods served, including special diet food and beverages.

E. Purchased Food Inventory:

1. FSD or designee will conduct a monthly inventory of all purchased foods to validate claims for reimbursement.

2. Purchase and accounting of food and food service supplies shall be in accordance with DJJ Fiscal Division requirements and shall include determination of cost per meal per juvenile and estimation of food service requirements.

3. FSD or designee will use the food vendor’s online inventory system to document monthly purchases of foods and beverages. Accurate and complete monthly purchased food inventories will be recorded in the JTS food service module and submitted to ONFS by the 5th business day of each month.

F. USDA Commodity Food and Department of Defense Produce Inventory:

1. FSD or designee will conduct a monthly inventory of all USDA commodity foods and Department of Defense (DOD) produce.

2. FSD or designee will use the USDA Inventory Form (Attachment B) to document the inventory to validate claims for reimbursement. Accurate
and complete inventory will be recorded in the JTS food service module and submitted to ONFS by the 5th business day of each month.

G. Meal Tickets:

1. The Daily Meal Ticket Reconciliation Report (Attachment C) will be used to document meals purchased and served to facility staff and visitors.

2. Meal tickets will be purchased from the business office prior to the meal.

3. All employees must pay for any meal received from facility food services according to the meal rate provided on the Daily Meal Ticket Reconciliation Report. ONFS, in conjunction with the Financial Services Division, will determine the meal rate annually.

H. Record Retention:

1. Food service documentation will be maintained in accordance with the Food Service Document Retention Schedule (Attachment E).

2. All other records will be maintained in accordance with the Records Retention Schedule (see DJJ 5.1, Records Management).

IV. LOCAL OPERATING PROCEDURES REQUIRED: NO