

<p align="center">GEORGIA DEPARTMENT OF JUVENILE JUSTICE</p>	<p align="center">Transmittal # 18-14</p>	<p align="center">Policy # 9.3</p>
<p>Applicability: { } All DJJ Staff { } Administration { } Community Services {x} Secure Facilities</p>	<p>Related Standards & References: ACA Standards: 4-JCF-4A-02, 4-JCF-4A-10, 4-JCF-4A-11, 4-JCF-4A-12, 3-JDF-3A-23, 3-JDF-4A-09, 3-JDF-4A-09-1, 3-JDF-4A-10, 11, 3-JDF-4A-14 DJJ: 5.1, 7.30, 18.4</p>	
<p>Chapter 9: FOOD SERVICES</p>	<p>Effective Date: 7/25/18</p>	
<p>Subject: SAFETY AND SANITATION OF FOOD SERVICE</p>	<p>Scheduled Review Date: 7/25/19 Replaces: 8/1/17 Support Services Division</p>	
<p>Attachments: A - Daily Temperature Log B - Kitchen Checklist C - Youth Food Service Health and Safety Clearance D - Body Fluid Cleanup Kit Checklist E - Employee Illness Quick Decision Guide F - K-30 Food Employee Reporting Agreement G - K-25 Conditional Food Employee Interview H - ServSafe® Cooking Requirements I - Serving Temperature Log J - Thermometer Calibration Guide K - Cooling Temperature Log</p>	<p>APPROVED:</p>  <hr/> <p>Avery D. Niles, Commissioner</p>	

I. POLICY:

The Department of Juvenile Justice shall provide a food service program that ensures the highest possible level of food safety and sanitation practices.

II. DEFINITIONS:

Body Fluid Clean Up Kit: Supplies to ensure personal protection from blood borne pathogens and bodily fluids.

III. PROCEDURES:

- A. Food service staff will comply with federal and state health regulations, including the United States Department of Agriculture (USDA) and Georgia Department of Public Health (DPH), as well as national food safety standards as observed by ServSafe® guidelines.
- B. Food Safety and Sanitation:
 - 1. Fresh, refrigerated, frozen, and dry food will be stored and utilized in accordance with recognized food industry standards. Food storage areas will be located near the kitchen and have a working thermometer inside.
 - 2. All leftovers will be dated with prepared date and discard date prior to refrigeration. Leftovers will be stored in the refrigerator at 40°F or below for up to 7 days and then discarded. The discard date should be 7 days

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from the date prepared and include the date prepared in counting. For example, an item made Monday should be discarded Sunday.

3. Temperature controlled food storage shall meet the following guidelines unless national or state health codes specify otherwise. Temperatures will be recorded twice per day on the Daily Temperature Log (Attachment A).
 - a. Dry storage and shelf goods will be maintained at 45°F to 80°F.
 - b. Refrigerators and refrigerated food will be maintained from 35° F to 40° F.
 - c. Freezers and frozen food will be maintained at 0° F or below.
4. Food stocks will be dated upon receipt with month, day, and year. Food stocks will be rotated to ensure that the oldest foods are used first using the first-in, first-out method (FIFO). Expired foods will be promptly discarded.
5. No food stocks will be stored on the floor or in proximity to chemicals. All products will be stored at least 6 inches off the floor and 12 inches from the ceiling.
6. Food service staff may store personal food items in clearly defined and marked food storage areas. Food must comply with all food safety criteria, including labeling and dating, and may not risk contacting youth foods. No other staff outside of food services is permitted to store food in the food service area.
7. Food purchased from approved sources for meals or snacks outside of the approved cycle menu should not interfere with the safe and reasonable storage of regular inventory. Food purchased or donated from unapproved sources should not be stored in the food service area unless approved by the Registered Dietitian (RD).
8. FSDs or designee will ensure all foods are cooked, served and cooled at appropriate temperatures set forth by ServSafe® guidelines.
9. Food service staff will verify that the proper minimum internal cooking temperature of food has been reached, per ServSafe® Cooking Requirements (Attachment H), prior to serving.
10. The Serving Temperature Log (Attachment I) will be completed by food service staff prior to and during each meal service. Any food/dairy item not meeting acceptable temperature ranges will require immediate corrective action before serving.

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- a. Cold foods should be held at 40°F or below
 - b. Hot foods should be held at 135°F or above
11. Food/dairy item temperatures will be monitored and recorded by use of a calibrated thermometer using the Thermometer Calibration Guide (Attachment J).
 12. Foods will be cooled in accordance with ServSafe® guidelines. In the case of cooling food, food service staff will complete the Cooling Temperature Log (Attachment K).
 13. Foods will be thawed according to ServSafe® guidelines.
- C. Staff Safety and Sanitation
1. All staff, contractors, and juveniles who work in the food service department will be trained in the use of food service equipment and safety procedures.
 2. In facilities where youth are authorized in writing by the appropriate Deputy Commissioner of secure facilities or designee, and assigned to food service:
 - a. Facilities approved to assign youth to work in food service must complete a Work Assignment Detail Form (DJJ 18.4, Attachment A);
 - b. Youth who work in the food service department will be trained in the use of food service equipment and in the safety procedures to be followed;
 - c. Youth must wear hair restraints and beard nets (if applicable) and frequently wash their hands, especially upon reporting for duty and after using toilet facilities;
 - d. Youth will be medically cleared by the designated health authority before assisting in the food service area with the Youth Food Service Health and Safety Clearance Form (Attachment C); this form will be maintained by the FSD.
 - e. FSD will monitor youth daily for health and cleanliness.
 3. In the case of a contamination event or body fluid spill, the FSD or designee will follow Standard Operating Procedures (SOPs) in the Hazard Analysis Critical Control Points (HACCP) manual as required by the USDA and the Georgia Food Code. Refer to SOPs Cleaning and

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Disinfecting Body Fluid Spills, Assembling a Body Fluid Cleanup Kit, Cleaning and Sanitizing Food Contact Surfaces, and Storing and Using Poisonous or Toxin Chemicals.

- a. The Body Fluid Cleanup Kit Checklist (Attachment D) will be on hand at all times and food service staff will ensure products are replaced upon expiration or use.
 - b. FSD will train all food service staff on Body Fluid Spills using the SOPs in the HACCP manual. Documentation of training should be recorded for all staff.
4. The Employee Illness Quick Decision Guide (Attachment E), obtained from the Georgia Food Code, will be posted in the kitchen area visible to all food service staff.
 5. All food service staff must sign the Food Employee Reporting Agreement (K-30 Form, Attachment F) annually.
 6. All food service staff must receive a pre-assignment health examination and annual reexamination to ensure freedom from illness transmittable by food or utensils which will be documented on the Conditional Food Employee Interview (K-25 Form, Attachment G).
 7. FSDs will ensure that all food service staff:
 - a. Wear hair restraints and beard covers (if applicable; hair/beard restraints not required if hair is less than ½ inch in length);
 - b. Frequently wash their hands: upon reporting to duty, after using toilet facilities, etc.;
 - c. Limit jewelry to one smooth ring band;
 - d. Display good hygiene;
 - e. Wear clean and pressed uniform;
 - f. Have fingernails that do not extend beyond the tip of the finger, with no polish;
 - g. Have no acrylic fingernails; and
 - h. Have no false eyelashes.
- D. Kitchen and Equipment Safety and Sanitation

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1. Food Service Directors (FSDs) will ensure that the facility will have two local health department inspections per school calendar year. Food service staff will post the official Food Service Establishment Inspection Report in the front of the food service area for public viewing.
2. Food service staff will perform and document daily, weekly, and monthly inspections of all food service areas to ensure safety and sanitation practices are observed per the Kitchen Checklist (Attachment B).
3. Garbage will be disposed of in accordance with applicable sanitation practices and codes.
4. Security staff and/or food service staff will account for eating utensils (disposable and reusable sporks) with each meal. Food service or security staff will initial the Spork and Meal Tracking Form (DJJ 7.30, Attachment G) to document that all dispensed sporks are collected after each meal.
5. All sharp items, cooking utensils, and cleaning tools will be accounted for, marked, numbered, securely stored on a shadow board with a locking device, and inventoried by food service staff at the end of each shift. An accountability system that includes the use of chits and the Daily Tool and Equipment Accountability Log (DJJ 7.30, Attachment A) will be maintained. Verification that all tools are present and accounted for will be documented three times daily, at the beginning of the first shift, at the end of the last shift, and once in-between. See DJJ 7.30, Tool Control.
6. Food service equipment and towels will be washed and sanitized in accordance with ServSafe® guidelines.
 - a. High temperature dish machines will meet the required 150°F for wash and 180°F for rinse. When temperatures do not reach the minimum requirement, a 3-compartment sink or disposable dishware will be used.
 - b. Low temperature dish machines will meet the required wash temperatures as stated on equipment and/or per manufacturer specifications and reach a rinse temperature of 140°F to 160°F if sanitizer is used for final rinse
 - c. Pots and pans will be cleaned and sanitized in a 3-compartment sink. Sinks will be labeled accordingly: wash, rinse, and sanitize. Pots and pans will be air dried (towels are not an acceptable means of drying).
 - d. Red sanitizing buckets will be used to hold towels in a sanitizing solution. The solution concentration will be monitored by staff per test strips according to the manufacturer's recommendations.

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Green buckets with soap will be used to clean debris from tables and work spaces prior to sanitizing. Both buckets should be present at all active work stations.

- e. Youth dining tables will be cleaned with soapy water in green buckets. Sanitizer solution will be used to sanitize tables following cleaning.
- 7. Safety Data Sheets (SDS) will be maintained for each chemical and cleaning solution used in the food service area. SDS books will be readily available to all kitchen staff. Chemicals will be managed in accordance with DJJ 7.31, Control of Hazardous Material.
- 8. FSDs will ensure that hoods are cleaned at least annually or more often if necessary.
- 9. Kitchens and storage rooms will have monthly pest control service by an authorized pest control management company. FSDs will retain a copy of the monthly service.

IV. LOCAL OPERATING PROCEDURES REQUIRED: NO