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**Notes and  
References**

## **Food Service and Meal Time Procedures**

There is a written Food Service Plan that complies with the applicable sections of the California Uniform Retail Food Facilities Law (CURFFL).

### **I. Requirements for Food Handlers**

- A. All Juvenile Institutions Officers (JIO), Food Service Workers (FSW) and other staff who handle food for distribution to the youth must adhere to the following guidelines:
1. No staff will commit any act that may result in the contamination or adulteration of food, food contact services, or utensils.
  2. All staff preparing, serving or handling food or utensils shall wear clean washable outer garments, or other clean uniforms.
  3. All staff shall thoroughly wash their hands and that portion, if any, of their arm exposed to direct food contact by vigorously rubbing them with cleanser and warm water, paying particular attention to areas between fingers and around and under the nails, rinsing with clean water. Staff shall wash their hands:
    - a. Immediately before engaging in food preparation, including working with unpackaged food, cleaning equipment and utensils, and unwrapped single-service food containers and utensils.
    - b. Before dispensing or serving food or handling clean tableware and serving utensils in the food service area.
    - c. As often as necessary, during food preparation, to remove soil and contamination and to prevent cross-contamination when changing tasks.
    - d. When switching between working with raw foods and ready-to-eat foods.

See Food  
Service Plan

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- e. After touching bare human body parts other than clean hands and clean, exposed portions of arms.
  - f. After using the toilet.
  - g. After coughing, sneezing, using a handkerchief or disposable tissue, using tobacco or eating.
  - h. After handling soiled equipment or utensils.
  - i. After engaging in any other activities that may contaminate the hands.
4. No staff shall expectorate or use tobacco in any form in any area where food is prepared, served, stored or where utensils are cleaned or stored.
5. Food service staff shall use utensils, including scoops, forks, tongs, paper wrappers, gloves, or other implements to assemble ready-to-eat food or to place ready-to-eat food on tableware or in other containers. However, ready-to-eat food may be assembled or placed on tableware or in other containers in an approved food preparation area without using utensils by staff who comply with the hand-washing requirements specified in subdivision #3.
6. Gloves shall be worn when contacting food and food contact surfaces if the employee has any cuts, sores, rashes, artificial nails, nail polish, rings (other than plain ring such as a wedding band), un-cleanable orthopedic support devices, or fingernails than are not clean, neatly trimmed and smooth.
- a. Staff are to keep fingernails trimmed, filed, and maintained so the edges and surfaces are cleanable and not rough.
7. When gloves are worn, they shall be changed, replaced, or washed as often as hand washing is required in subdivision #3. When single use gloves are used, they shall be replaced after removal.

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8. Food service staff shall wear hair restraints, such as hats, ponytail holders, or nets which are designed and worn to effectively keep their hair from contacting non-prepackaged food, clean equipment, utensils, linens and unwrapped single-use articles.

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**II. Frequency of Serving Meals**

- A. Meals are served to the youth three times per day.
- B. Evening snacks are provided for the youth every evening. The snack shall be provided to all youth between 2 to 4 hours after the dinner meal is served. The minimum diet provided is based upon State of California nutritional and caloric requirements.
- C. Provisions are in place to provide a supplemental meal and beverage when a youth misses a regularly scheduled meal. Supplemental food shall be offered to youth at the time of initial intake.
- D. The facilities can provide medical diets to youth upon authorization of the medical staff.
- E. Vegetarian, vegan and religious diets can be requested by the youth completing a request and meeting with the SMJH Administration.
  - a. When provided, these diets will conform to all nutritional standards.

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**III. Mealtime Procedures**

- A. Prior to all meals, JIOs will remind the group of the expected behavior and the mealtime procedures.
  1. All meals are to be served in the dining area of the living units.
  2. When the meal is ready to be served, all youth who are eligible to dine with the group are to be sitting quietly at the dining table and seated as directed by staff.

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3. Each youth will remain seated and will be served one at a time.
4. Each youth's name will be checked off in the meal count roster columns for the breakfast and lunch meals.
5. Youth will not exchange food with one another.
6. Youth who are on Meals Status will receive their meals in their rooms before the group is served.
7. Youth on Meals Status will receive the same portion as the rest of the group.
8. Youth will observe appropriate table manners and behavior, and are not permitted to talk between tables.
9. Mealtimes must be a minimum of twenty (20) minutes in duration.
10. Staff should watch for youth pressuring other youth for their food or contaminating another youth's food. Staff should watch for youth demonstrating inappropriate behaviors above and below the tables.
11. JIOs are not to criticize the food in the presence of the youth.
12. Youth are not allowed to bring books, magazines, combs, cards, etc. into the dining areas during meals.
13. In order to assure proper supervision of youth during meals, JIO staff may alternate eating meals while youth are eating, providing that at least one staff is available to devote full attention to the supervision of the youth at any given time.
14. JIOs must closely supervise the group during meals.
15. At the end of each meal, a JIO will collect the food containers, utensils, and milk containers from all youth.

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16. If any food containers or utensils are missing at the end of the meal, each youth may be subject to a search in an appropriate place and manner.

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IV. **Disposition of Unused Food**

- A. Unopened, pre-packaged, non-perishable foods and fruits that must be peeled to eat (bananas, oranges, etc.) may be stored in the kitchenettes in Units 4-6 or at the staff counter in Units 1-3 to be re-used.
- B. These food items are not to be used as rewards, but for those youth that may require extra snacks between meals as directed by medical staff.

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