

**PROBATION DEPARTMENT
JUVENILE HALL MANUAL**

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Food Service Plan

I. Introduction

This food service plan complies with the applicable sections of California Uniform Retail Food Facilities Law (CURFFL). In facilities with an average daily population of 50 or more, a trained and experienced food services manager is employed or available to prepare a food services plan. In facilities with an average daily population that is less than 50, that do not have a food services manager, the facility manager prepares the plan.

II. Frequency of Serving Meals

- A. Meals are served to the youth three times per day, breakfast, lunch, and dinner.
- B. Evening snacks are provided for the youth every evening within 2 to 4 hours of the dinner meal being served.
- C. Provisions are in place to provide a supplemental meal and beverage when a detainee misses a regularly scheduled meal.
- D. The facilities can provide special diets to youth upon authorization of the medical staff.
- E. Youth are to given at least 20 minutes to eat.
- F. If more than 14 hours pass between meals, a snack shall be provided.

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III. Mealtime Procedures

- A. When Juvenile Institutions Officers (JIO) are supervising youth at mealtimes (lunch and dinner), they will remind the group of the expected behavior and the mealtime procedures:
1. ALL meals are to be served in 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 dayroom table and seated as directed by staff.
 3. Each detainee will remain seated and will be served one at a time.
 4. Each detainee's name will be checked off in the meal count roster columns for the breakfast and luncheon meals.
 5. Youth will not exchange food with one another.
 8. Youth will be served breakfast in the dining room on a daily basis.
 9. Youth will observe appropriate table manners and behavior, and are not to talk between tables.
 10. Meals must be a minimum of twenty (20) minutes in duration.
 11. JIOs are to closely supervise the youth during the meal periods.
 12. Staff should watch for youth pressuring other youth for their food or contaminating another detainee's food. Staff should watch for youth demonstrating inappropriate behaviors above and below the tables.
 13. JIOs are not to criticize the food in the presence of the youth. If staff brings their own food to work, they should not eat it in front of the youth.
 14. Youth are not allowed to bring books, magazines, combs, cards, etc. into the dining areas during meals.

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15. JIOs may sit and eat with the youth ONLY when sufficient supervision staff is present to supervise the meal.
16. JIOs must closely supervise the group during meals.
17. At the end of each meal, a JIO will collect the food containers, sporks, and milk containers for all youth.
18. If ANY food containers or utensils are missing at the end of the meal, each detainee will be searched in an appropriate place and manner.

III. Menu Planning

- A. Contractor shall provide lunches and dinners to the Santa Maria Juvenile Hall (SMJH) seven days a week, 365 days a year. Monthly menus are posted in the main kitchen at the hall. in the kitchenettes in SMJH and are posted in the day room where the youth have viewing access.
 1. Meals shall be prepared and delivered in compliance with the National School Lunch Program and the Especially Needy Breakfast Program.
 2. Quantities prepared shall be based on Nutrient Standard Menu Planning, as provided by the California Department of Education School Meals Initiative:
 - Requires school meals to meet one-third of the Recommended Dietary Allowances (RDA) for protein, calcium, iron, vitamin A, vitamin C and specific levels of calories.
 - Menus are to contain no more than 30 percent of calories from total fat and less than 10 percent of calories from saturated fat.
 - Requires Contractors to maintain menu, production and temperature records, which demonstrate that the required number of food components, food items or menu items is served each given day.
 - Contractors must demonstrate that meals meet the nutrition standards

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for teens 13 to 18 years old when averaged over each week. Charts with the nutrition standards can be found in regulations 7 CFR sections 210.10 and 220.8.

3. The units will be stocked with food and utensils needed for breakfast, including milk, juice, fruit, muffins, bagels, cheese sticks, cream cheese, cereal, spoons, napkins and paper bags. Kitchen staff will make up bags for breakfast according to the posted menus. The JIO on the AM shift will distribute the breakfast bags either in the detainee's rooms, or at the unit's tables, at staff's discretion. Breakfast is served at 7AM.
4. Lunches shall be individually packaged and delivered to SMJH between 10:30 AM and 10:45 AM. Dinners shall be packaged in bulk, and delivered between 3:30 PM and 3:45 PM.
5. Meals shall be prepared and remain through delivery below 41° or above 140° depending on the food being cold or hot. Temperature logs shall be maintained for all meals.
6. Meal counts will be called in and faxed by SMJH staff Monday through Friday by 3rd shift staff the day of delivery. The count for Saturday and Sunday will be the same as Friday. The number of meals will be determined by detainee population and the number of staff on duty.
7. Lunch and Dinner portion quantities shall provide between 650 and 700 calories while limiting total fat to 30% of calories and saturated fat to 10% of calories.
8. Menus should exceed the minimum diet as provided in Section 1461 of the Corrections Standards Authority (CSA) Juvenile Title 15 Guidelines in order to satisfy the caloric needs of juveniles. Menus shall be planned at least one month in advance of use. Menus shall be approved by a registered dietitian before their use. A registered dietitian shall evaluate menus, as planned and including changes, at least annually.
9. Contractor will maintain menu, meal production and temperature records and retain said records for one year.

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IV. Identifying Vendors and Purchasing Food

- A. Probation Administration shall identify vendors, solicit bid, and contract vendors.
- B. On a weekly basis, the Food Service Supervisor (FSS) or designated Food Service Worker(s) (FSW) will inventory the main kitchen at SMJH and all unit kitchenettes at SMJH. Food and supply orders will be made and the vendors given the orders on the appropriate day.
- C. On receiving deliveries, FSW's will examine each order for completeness. Any broken or damaged items shall be refused and noted on the invoice.
 - 1. Temperatures shall be taken of received refrigerated foods. Foods not under 40°F shall be refused.
 - 2. Food items shall be stocked according to first in first out. Food items must be rotated and dated so that the oldest inventory is used first.

V. Methods, Equipment & Supplies for Serving Food at Safe Temperatures

- A. Meal counts will be called in and faxed to the vendor by SMJH Monday through Friday by on 3rd shift staff. The number of meals will be determined by SMJH dependent on population. The count for Saturday and Sunday will be the same as Friday.
- B. Meals will be received at the main kitchen at 10:30 AM for lunch and 3:45 PM for dinner at SMJH. The receiving FSW staff will check the delivery for completeness and log the temperature of all hot or cold foods. If any food items are missing, the FSW staff will inform the vendor so that the missing items will be replaced. FSW will also notify the appropriate Hall Supervisor and the FSS of the shortage.
- C. Breakfast:

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1. The FSW will make up bags of food for breakfast that includes milk, juice, fruit, muffins, bagels, cheese sticks, cream cheese, cereal based upon that morning's menus posted in the kitchen. The JIO on the AM shift will distribute the breakfast bags either in the detainee's rooms or dining room.

D. Lunch:

1. The hot or cold Cambro containing individual meals will be placed on the cart assigned to the appropriate unit. Each cart with Cambros and lunch bags shall be rolled into position adjacent to its unit. At the appropriate time, the FSW's will move the cart into the unit and distribute the meals from the Cambros onto the tables as directed by Probation staff. Milk or juice will be handed out from the kitchenette refrigerator. Extra meals will be left in the unit refrigerator and the remainder brought back to the main kitchen and promptly refrigerated.

E. Dinner:

1. FSW's will make up 2-3 extra meals and leave them in the kitchenette refrigerator. The remaining food will be returned to the main kitchen and refrigerated promptly. Food left at less than 140° for more than two hours must be discarded.

VI. Designating and Supervising Kitchen Personnel

(See Juvenile Hall Chapter 4126)

ALL JIO, FSW, and other staff who handle food for distribution to the youth must adhere to the following guidelines:

- A. NO staff will commit any act that may result in the contamination or adulteration of food, food contact services, or utensils.
- B. ALL staff preparing, serving or handling food or utensils shall wear clean washable outer garments, or other clean uniforms.

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- C. 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:
1. Immediately before engaging in food preparation, including working with unpackaged food, cleaning equipment and utensils. And unwrapped single-service food containers and utensils.
 2. Before dispensing or serving food or handling clean tableware and serving utensils in the food service area.
 3. As often as necessary, during food preparation, to remove soil and contamination and to prevent cross contamination when changing tasks.
 4. When switching between working with raw foods and ready-to-eat foods.
 5. After touching bare human body parts other than clean hands and clean, exposed portions of arms.
 6. After using the toilet.
 7. After coughing, sneezing, using a handkerchief or disposable tissue, using tobacco, eating or utensils.
 8. After handling soiled equipment or utensils.
 9. After engaging in any other activities that contaminate the hands.
- D. 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.
- E. 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-

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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.

- F. 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 that are not clean, neatly trimmed and smooth.
- G. 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.
- H. All employees shall wear hairnets, caps or other suitable coverings to confine all hair when required to prevent the contamination of food, equipment, or utensils.

VII. Training staff on compliance with Health and Safety Code and CURFFL

- A. The facility administrator, in cooperation with the food services manager, shall develop and implement written procedures to ensure that supervisory staff and food handlers receive ongoing training in safe food handling techniques, including personal hygiene, in accordance with the Health and Safety Code (H&S) and CURFFL. The procedure shall include provisions for monitoring compliance that ensure appropriate food handling and personal hygiene requirements.
- B. A critical factor in preventing outbreaks of food borne illness is the education and ongoing supervision of juvenile workers. A basic food handling training program for kitchen staff shall include the elements of food handling and personal hygiene. Food handlers must know acceptable sanitary practices and must be involved in all efforts to minimize the chance of food contamination and the outbreak of food related illness.
- C. Youth should be inspected daily to ensure there is no sign of illness. The protocol should include: the absence of exposure to and symptoms of food

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borne contagious diseases, especially hepatitis and diarrheal disease by history and a physical examination to exclude infected skin lesions, tenderness of the liver and jaundice.

- D. The FSS, one Cook, and at least three FSW must have received their food safety certification. The certifications are to be kept on site.
- E. All potentially hazardous food shall be held at or below 5 degrees Celsius (41 degrees Fahrenheit) or shall be kept at or above 57.2 degrees Celsius (135 degrees Fahrenheit) at all times, except for the following:
 - 1. Frozen potentially hazardous foods shall be stored and displayed in their frozen state unless being thawed in accordance with Section 114085 H&S.
 - 2. Potentially hazardous foods held for dispensing in serving lines and salad bars during periods not to exceed 12 hours in any 24-hour period or held in vending machines may not exceed 7 degrees Celsius (45 degrees Fahrenheit). For purposes of this subdivision, a display case shall not be deemed to be a serving line.
 - 3. Pasteurized milk and pasteurized milk products in original, sealed containers shall not be held at a temperature above 7 degrees Celsius (45 degrees Fahrenheit).

VII. Training food service staff and youth

(See Juvenile Hall Manual Chapter 4126)

The food services manager should identify and document pertinent training topics relative to all food service staff, including JIO and youth. Plans for training should ensure that food service staff, JIO and youth are all trained in areas such as hygiene and sanitation, and that on-going training be provided to food service staff. Examples of training include: emergency preparedness, safety and security, proper lifting techniques, and other work related training. When developing procedures for the education, supervision and cleanliness of food service workers, input from the responsible physician should be considered. This will ensure consistency with medical screening and with referrals for further medical evaluation, if there is

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reason to be concerned about a worker's health. Policies and 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 served only under the immediate supervision of a staff member.

VIII. Waste disposal

The Juvenile Hall shall be provided with any facilities and equipment necessary to store or dispose of all waste material. All food waste and rubbish containing food waste shall be kept in leak proof and rodent proof containers and shall be contained so as to minimize odor and insect development by covering with closefitting lids or placement in a disposable bag that is impervious to moisture and then sealed. Trash containers inside a food facility need not be covered during periods of operation. All food waste and rubbish shall be removed and disposed of in a sanitary manner as frequently as may be necessary to prevent the creation of a nuisance.

X. Therapeutic Diet Protocol

(See Juvenile Hall Chapters 4124 & 4126)

- A. Only the attending physician shall prescribe a therapeutic diet.
 - 1. The therapeutic diets utilized by a facility shall be planned, prepared, and served with the consultation of a registered dietitian.
 - 2. The facility manager shall comply with any therapeutic diet prescribed for a detainee.
 - 3. Diet orders shall be maintained on file for at least one year.
 - 4. The facility manager and responsible physician shall ensure that the therapeutic diet manual, with sample menus for therapeutic diets, shall be available in both the medical unit and the food service office for reference and information.
 - 5. A registered dietitian shall review, and the responsible physician shall approve the diet manual on an annual basis.

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- B. It is important to plan in advance for the need to supply youth with medically prescribed therapeutic diets.
1. This begins with evaluating the special dietary needs of the population, defining a list of therapeutic diets available in the facility, and assessing the specific means by which the diet order will be implemented by those persons responsible for food service.
 2. Therapeutic diets need to be incorporated into a therapeutic diet manual that is annually reviewed by the registered dietitian and approved by the responsible physician. Regulations require that therapeutic diet manuals be available in the medical unit and the food services office for reference by staff.
 3. The menus for implementing therapeutic diets need to be written in a manner that is sufficiently flexible and practical to allow food service staff to meet the requirements with available resources. While it may be necessary to make substitutions in a given menu, it is important that the diet manual provide guidance to assure that substituted items are permissible.
 4. It is not acceptable to leave kitchen staff, under the duress of time constraints to produce a meal, to use their own judgment in modifying therapeutic diet menus.
 5. Each facility that houses youth who require therapeutic diets must ensure that current sample menus and acceptable substitutions are included in the therapeutic diet manual.
 6. With respect to females who are known to be pregnant, the responsible physician should consider having a policy that permits routine initiation of a pregnancy diet, even prior to medical evaluation.
 7. Vegetarian, vegan and religious diets can be requested by the youth completing a request and meeting with SMJH Administration.

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- a. When provided, these diets will conform to all nutritional standards.

- C. The importance of having facility policy and procedures in place to ensure therapeutic diets are delivered to the intended detainee cannot be over emphasized. It is critical that the medically prescribed diets are actually delivered to the designated detainee. To accomplish this, the individuals involved in the development, planning, preparation and delivery of these meals must work closely together. Food service staff must be notified when youth receiving therapeutic diets are transferred (inter- and intra-facility) and/or released from custody (either temporarily or permanently).

XI. Emergency Feeding Plan

In the event of a major catastrophic event where the facility is isolated, emergency food and water will be used. Canned food sufficient to feed 140 persons for seven days is kept on hand. One gallon of water per person per day for seven days will be kept in stock. In the event of an emergency, refrigerated and frozen foods should be used first.

X. Budgets and Food Cost Accounting

- A. The budget for the coming fiscal year will be forecast and set by the Fiscal Department of Probation Administration. Food costs, non-food costs, salaries, and reimbursements will be tracked by Probation Administration and reported quarterly.
- B. Meal reimbursement claims will be prepared by the FSS at the end of each month and sent to Probation Accounting for submission to the California Department of Education.

XI. Documentation and Record Keeping.

- A. Temperature logs will be kept on the walk-in freezer and refrigerator. Temperatures will be noted on the logs and excessive temperatures will

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be reported to General Services. The logs will be filed at the end of each month and new logs posted.

- B. Menus will be filed for one year for review by the Nutritionist,
- C. Meal Production Records will be completed and filed daily.
- D. Original invoices will be sent to Probation Administration. One copy will be given to the Supervising Probation Officer for review. A second will be filed in the kitchen office.
- E. End of shift Security Checklists will be completed at the end of each day. The checklists will be filed at the end of each month in the kitchen office.

XII. Maintenance and Repair.

- A. The following vendors have been approved for maintenance and repair:
 - 1. Salt for Water Softener Culligan
 - 2. Vermin Control Western Exterminator
 - 3. Trash Disposal Marborg
 - 4. Water Softener/RO Systems Rayne Water Softener
 - 5. Walk-ins & Permanent Fixtures County General Services

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