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**Notes and
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KITCHEN AND DINING ROOM PROCEDURES

I. Food Service Plan

- A. The Camp employs a fulltime Food Service Supervisor (FSS), trained and experienced in food management, who will prepare a food service plan for the Probation Institutions Divisions that includes the following responsibilities, duties, and procedures:
1. Plan/develop menus
 2. Identify vendors/purchase food
 3. Identify the methods, equipment, and supplies to be used for the transporting and serving of food at safe temperatures and of palatable quality
 4. Provide a portion control system
 5. Designate and supervise kitchen personnel
 6. Train facility staff in serving food to comply with standards set forth in Health and Safety Code, Division 104, Part 7, Chapter 4, Articles 1-8, Sections 113700 et seq., California Retail Food Code (CalCode)
 7. Orientation and on-going training of food service staff*
 8. Arrange for the disposal of garbage and trash in a safe and sanitary manner
 9. Prepare a fiscal food budget
 10. Plan logistical support system for the food preparation function
 11. Implement a food cost accounting system, control, and storage/inventory rotation system
 12. Develop an emergency feeding plan
 13. Ensure maintenance and repair of food service equipment
 14. Develop procedures for actual meal service

* Refer to Section III, this Chapter and Chapter 5103, Section I, E

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15. Scheduling of meal service
16. Documentation and record keeping

II. Supervision of Youths

A. Kitchen and dining area supervision procedures

1. The kitchen staff are responsible for the supervision of youth assigned to the kitchen crew, or working on special assignment in the kitchen area, unless they are specifically assigned to the supervision of another staff member.
 - a. The kitchen staff must communicate their need to leave the kitchen temporarily to the Juvenile Institutions Officer, Senior (Sr. JIO), Lead Staff Person (LSP) or a Deputy Probation Officer, Senior, (Sr. DPO).
 - b. No youth is to be left unsupervised in the kitchen.
 - c. When there is no one in the kitchen, the kitchen must be secured and all doors locked. Kitchen staff should also inform the Sr. JIO, LSP or the Sr. DPO on duty when they have returned to the kitchen.
2. The Sr. JIO and line staff are responsible for the supervision of the dining room when youth occupy it during serving and meal times.
 - a. Staff will check with the Sr. JIO or LSP for their supervision assignment and position themselves in the dining hall for optimum visibility.
 - b. When supervising meals, staff must supervise the youth at their table and at other tables, even if it is during their mealtime.
 - c. No food will be taken from the kitchen by the youth.

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- d. Youth are to sit at their table with their hands folded and at the edge of the table until their table is called up to get the meal. They are to remain quiet (“at ease”) until instructed otherwise.
- e. Youth are not to talk between tables or share food.
- f. Youth are to follow the marked floor pattern (yellow arrows) when moving about the dining hall.
- g. No youth is to leave his seat without the permission of a staff. When a youth is given permission to leave his seat, he is to place his chair under the table to avoid blocking the path.
- h. Youth should be discouraged from using the bathroom during meals unless it is an emergency. If a youth is granted permission to use the restroom, staff will accompany him.
- i. Youth are not allowed to stop and visit with staff. Youth must go directly to their tables as directed.
- j. Kitchen staff will supervise the serving line.
 - 1) Rolling doors will be in the down position when the youth are in the serving line, only allowing enough room to place the trays on the line. Youth will not talk in the serving line. Rolling doors will remain in the down position until the youth have exited the dining hall.
 - 2) Youth are allowed utensils and napkins each meal. Staff are to be watchful of youth trying to take extra utensils, acquire more food, or of the kitchen crew giving an extra small/large portion or purposely mixing food.
- k. No hats or jackets are to be worn in the dining room by the youth. Hats will be placed adjacent to the chair and jackets will be placed on the back of the chairs upon removal.

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- l. When youth are returning their trays, they are to show their eating utensil(s) to the staff, wait until the staff acknowledges them, place utensil(s) on the tray provided, then hand their tray to the youth scraping the trays.
 - m. When conducting an expedited meal (due to emergent circumstances), staff will inventory each table setting and the youth will leave their trays and utensils on the table to be collected by the kitchen crew and kitchen staff at a later time.
 - n. Youth will be allowed to quietly converse at their assigned table unless otherwise directed by staff.
 - o. When dismissed from their tables, youth are to make sure that the table is clean and their chairs are pushed in. They are to remain at ease and line up with their hands behind their backs.
 - p. All tables will be inspected by kitchen staff.
- B. Rules for Kitchen Crew
- 1. To qualify for a kitchen job, a youth must be willing to learn both life skills and job skills.
 - 2. In order to work in the kitchen, a youth must maintain a high standard of hygiene including:
 - Showering daily
 - Wear clean clothing
 - Maintain a positive and cooperative demeanor
 - Brush his teeth
 - 3. No horseplay in the kitchen building.
 - 4. No hats will be worn by youth while in the dining hall unless they are kitchen crewmembers assigned hats for sanitary purposes.
 - 5. No sleeveless shirts or shirtless bodies in the kitchen building.

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6. No shorts will be worn while working in the kitchen.
7. No opened-toe shoes will be worn in the kitchen area.
8. No taking of anything from the kitchen without the permission of the cook on duty.
9. No sharing of food.
10. No leaving the kitchen area without permission.
11. Youth will be sent to the dorm for latrine calls.
12. No opening windows in the kitchen building.
13. No spitting.
14. No youth will be in the store room or back of the kitchen building without permission. No more than one youth at a time is allowed in these areas without direct supervision.
15. No talking on either side of serving line.
16. No giving greater or lesser portions to anyone while serving.
17. No working other jobs unless approved by the cook on duty.

III. Diets, Menus, Meal Patterns

A. Frequency of servings

1. Food is served at least three times in any 24-hour period.
 - a. At least one of these meals shall include hot food.
 - b. A snack shall be provided to all youth between 2 -4 hours after the dinner meal is served.
 - c. Food is offered to youth at the time of initial intake if they did not receive lunch prior to their arrival.

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- d. Supplemental food is served to youth if more than 14 hours have passed between meals.
 - e. Supplemental food is served to youth on medical diets as prescribed by the attending physician.
 - 2. A minimum of 20 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.
 - a. Youth on medical diets shall be provided with their prescribed meal.
 - 3. Youth who miss a regularly scheduled meal shall be provided with a substitute meal and beverage. Youths on medical diets are provided with their prescribed meal.
- B. Minimum diet
- 1. Facility meals are based on nutritional standards which may include the Federal Child Nutrition Meal Program and the nutritional and caloric requirements found in the 2011 Dietary Reference Intakes (DRI) of the Food and Nutrition Board, Institute of Medicine of the National Academies, the 2008 California Food Guide, and the 2015-2020 Dietary Guidelines for Americans.
 - 2. Vegetarian, vegan and religious diets can be requested by the youth completing a camper's request and meeting with the LPBC Administration.
 - a. When provided, these diets will conform to the above stated standards.
 - 3. Additional servings from the milk, vegetable, fruit, and bread/cereal groups shall be provided to ensure caloric requirements.
 - 4. In keeping with chronic disease prevention goals, total dietary fat should not exceed 30% of the total caloric allowance on a weekly

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- basis. Saturated fat is not to exceed 10% of the total caloric allowance.
- 5. Any restricted diets, such as a vegetarian diet, shall also conform to the dietary guidelines.
- 6. The minimum diet in every 24-hour period shall consist of the full number of servings specified from each of the food groups.
- 7. Snacks may be included as part of the minimum diet.
- 8. A wide variety of food should be served and spices should be used to improve the taste and visual appeal of the food served.
- C. Therapeutic diets
 - 1. The prescription of the therapeutic diet shall be the sole province of the attending physician.
 - 2. The diet will be utilized in the facility upon consultation of a registered dietitian.
 - 3. The facilities FSS will comply with any therapeutic diet prescribed for a youth.
 - 4. All diet orders shall be maintained on file for at least a year.
 - 5. Examples
 - a. Medical diet -- Consists of, and should not vary from, the following:
 - 1) Bowls of soup
 - 2) 6 -oz. cups of juice (may vary fluids)
 - 3) Package of crackers
 - b. Clear liquid diet
 - 1) Bowls of clear broth (no fat)

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- 2) 6 -oz. cups of juice (apple, grape, cranberry only)
 - 3) Serving of Gelatin
6. The facility manager and responsible physician shall ensure that if therapeutic diets are prescribed that a manual with sample menus for therapeutic diets shall be available in both the medical office and the food service office for reference and information.
 - a. A registered dietitian shall review, and the responsible physician shall approve the diet manual on an annual basis if implemented.
- D. Menus
 1. Menus are planned five weeks in advance of their use in conjunction with a rotating menu cycle.
 2. Menus shall be planned to provide a variety of foods with consideration of the cultural and ethnic makeup of the facility.
 3. If any meal served varies from the planned menu, the change shall be noted in writing on the menu and/or production worksheet.
 4. All planned menus including the changes shall be kept for one year and evaluated by a registered dietitian at least annually.
- E. Nutritional Requirements for the minimum diet.
 1. The nutritional requirements for the minimum diet are specified in the following subsections. Snacks may be included as part of the minimum diet. A wide variety of foods should be served and spices should be used to improve the taste and visual appeal of food served.
 - a. Protein Group. Includes: beef, veal, lamb, pork, poultry, fish, eggs, cooked dry beans, peas, lentils, nuts, peanut butter, and textured vegetable protein (TVP). One serving equals 14 grams or more of protein; the daily requirements shall equal two servings. In addition, there shall be a requirement to

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serve a third serving from the legumes three days a week and/or three servings from another protein group. One serving equals, but is not limited to, one of the following examples:

- 2 to 3 oz. (without bone) lean, cooked meat, poultry or fish
- 2 medium eggs
- 1 cup cooked dry beans, peas, or lentils
- 4 Tbsp. peanut butter
- 8 oz. tofu
- 2 1/4 oz. dry, or 1 cup rehydrated, canned, or frozen TVP
- 1/2 cup seeds
- 2/3 cup nuts

- b. Dairy Group. Includes milk (fluid, evaporated or dry; nonfat; 1% or 2% reduced fat, etc.); cheese (cottage, cheddar, etc.); yogurt; ice cream or ice milk, and pudding. A serving is equivalent to 8 oz. of fluid milk and provides at least 250 mg of calcium. All milk shall be pasteurized and fortified with vitamins A and D. For persons 9-18 years of age, the daily requirement is four servings. One serving equals, but is not limited to, one of the following examples:

- 8 oz. fluid milk (nonfat, 1% or 2% reduced fat)
- 1 1/2 oz. natural cheese
- 2 oz. processed cheese
- 1 1/2 cups of low-fat, or nonfat cottage cheese
- 1 1/2 cups of ice milk, or ice cream
- 1/3 cup nonfat dry milk
- 1/2 cup nonfat or low fat evaporated milk
- 1 cup nonfat or low fat plain yogurt
- 1 cup pudding

- c. Vegetable-Fruit Group Includes: fresh, frozen, dried, and canned vegetables and fruits. One serving equals: 1/2 cup vegetable or fruit; 6 oz. of 100% juice; 1 medium apple, orange, banana, or potato; 1/2 grapefruit, or 1/4 cup dried fruit. The daily requirement shall be at least six servings; at

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least one serving shall be from each of the following three categories:

- 1) One serving of a fresh fruit or vegetable.
- 2) One serving of a Vitamin C source containing 30 mg. or more. One serving equals, but is not limited to, the following examples:

Broccoli	Orange juice
Brussels Sprouts	Potato (baked only)
Cabbage	Strawberries
Cantaloupe, or honeydew melon	Tangerine, large
Cauliflower	Tomato paste
Green and red peppers (not dehydrated)	Tomato puree
Orange	Tomato juice
Grapefruit	Tomato sauce (6 oz.)
Grapefruit juice	Vegetable juice cocktail
Greens collards including kale, turnip, and mustard greens	

- 3) One serving of a Vitamin A source fruit or vegetable containing 200 micrograms Retinol Equivalents (RE) or more. One serving equals, but is not limited to, the following examples:

Apricot nectar (6 oz.)	Peas and carrots
Apricots	Pumpkin
Cantaloupe	Red peppers
Carrots	Sweet potatoes or yams
Mixed vegetables with carrots	Vegetable juice cocktail (6 oz.)
Greens, including kale, beets, chard, mustard, turnips, or spinach	Winter squash

- d. Grain Group. Includes: bread, rolls, pancakes, sweet rolls, ready-to-eat, or cooked cereals, corn bread, pasta, rice, tortillas, etc., and any food item containing whole or enriched grains. At least four servings from this group must be made with some whole grains. The daily requirement for youth

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shall be a minimum of six servings or 42 servings per week.
One serving equals, but is not limited to, one of the following
examples:

Bread, white (including French and Italian), whole wheat, rye, pumpernickel, or raisin	1 slice
Bagel, small	1/2
English muffin, small	1/2
Plain roll, muffin or biscuit	1
Frankfurter roll	1/2
Hamburger bun	1/2
Dry bread crumbs	3 Tbsp.
Crackers:	
Arrowroot	3
Graham, 2 1/2 "	2
Matzo, 4" x 6"	1/2
Oyster	20
Pretzels, 3 1/8" long, 1/8" diameter	25
Rye wafers, 2" x 3 1/2"	3
Soda, 2 1/2" sq.	6
Ready-to-eat unsweetened cereal	3/4 cup
Cereal, cooked	1/2 cup
Barley, couscous, grits, macaroni, noodles, pastas, rice, spaghetti, etc.	1/2 cup
Cornmeal, dry	2 Tbsp.
Flour (wheat, whole wheat, carob, soybean, cornmeal, etc.)	2 1/2 Tbsp.
Wheat germ	1/4 cup
Pancakes, 5"	1
Waffle, 5"	1
Tortilla, 6" (corn/flour)	1

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The following are examples of whole grains and whole grain products:

Barley	Pumpernickel bread
Bran	Rolled oats
Brown rice	Rye
Corn meal	Whole grain
Tortilla	bagels, muffins, crackers, graham
baked taco/tostada shell	hot cereal
Cracked wheat (bulgur)	pancakes and waffles
Flour	ready-to-eat cereal
Carob	Whole wheat
Soybean	bread
whole wheat	rolls
Oatmeal	tortilla
Popcorn	

- e. Calories. The recommended daily caloric allowances is a minimum of 2,500 calories and not to exceed 3,000 calories.
 - 1) Providing only the minimum servings outlined earlier in this regulation is not sufficient to meet the youth’s caloric requirements. Based on activity levels, additional servings from dairy, vegetable-fruit, and bread-cereal groups shall be provided in amounts to meet caloric requirements.
 - 2) In keeping with chronic disease prevention goals, total dietary saturated fat shall not exceed 10 percent of total calories on a weekly basis. Additionally, overall added sugar and sodium should be reduced whenever possible and herbs and spices should be used to improve taste and eye appeal of food served.

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F. Breakfast meal pattern

<u>Meal Components</u>	<u>Minimum Quantities</u>	<u>USDA Recommendation</u>
Milk A serving of fluid milk	1 cup	Nonfat, 1% or 2% reduced fat
Fruit/Vegetable Fruit and/or vegetable or full-strength juice	$\frac{1}{2}$ cup 6 ounces	A juice or fruit or vegetable that is a good source of Vitamin C
Bread/Bread Alternates One of the following or an equivalent combination		See Food Buying Guide for Child Nutrition Programs, PA-1331, for serving sizes
Whole-grain or enriched bread	1 slice	
Whole-grain or enriched biscuit, roll, muffin, etc.	1 serving	
Whole-grain, enriched or fortified cereal	$\frac{3}{4}$ cup or 1 ounce	(whichever is least)
Meat/Meat Alternates One of the following or an equivalent combination		No more than 1 ounce of nuts or seeds may be served in any one meal
Lean meat, poultry, or fish	1 ounce	
Cheese	1 ounce	
Large egg	$\frac{1}{2}$ egg	
Peanut butter or other nut or seed butters		2 Tbsp
Cooked dry beans/peas	4 Tbsp	
Nuts and/or seeds	1 ounce	

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G. Lunch meal pattern

<u>Meal Components</u>	<u>Minimum Quantities</u>	<u>USDA Recommendation</u>
Meat/Meat Alternates		
One of the following or an equivalent combination		No more than 1 ounce of nuts or seeds may be served in any one meal
Lean meat, poultry, or fish	3 ounces	
Cheese	3 ounces	
Large egg	1 ¹ / ₂ eggs	
Peanut butter or other nut or seed butters		6 Tbsp
Cooked dry beans/peas	4 Tbsp	
Nuts and/or seeds	1 ¹ / ₂ ounces	
Fruit/Vegetable		
Fruit and/or vegetable or full-strength juice	³ / ₄ cup 6 ounces	A juice or fruit or vegetable that is a good source of Vitamin C
Bread/Bread Alternates		
One of the following or an equivalent combination		See Food Buying Guide for Child Nutrition Programs, PA-1331, for serving sizes
Whole-grain or enriched bread	10 per week	
Whole-grain or enriched biscuit, roll, muffin, etc.	minimum of	
Whole-grain, enriched or fortified cereal	1 serving per day	
Milk		
A serving of fluid milk	1 cup	Nonfat, 1% or 2% reduced fat

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H. Dinner meal pattern

<u>Meal Components</u>	<u>Minimum Quantities</u>	<u>USDA Recommendation</u>
Meat/Meat Alternates		
One of the following or an equivalent combination		No more than 1 ounce of nuts or seeds may be served in any one meal
Lean meat, poultry, or fish	3 ounces	
Cheese	3 ounces	
Large egg	1 ¹ / ₂ eggs	
Cooked dry beans/peas	³ / ₄ cup	
Peanut butter or other nut or seed butters		6 Tbsp
Nuts and/or seeds	1 ¹ / ₂ ounces	
Fruit/Vegetable		
Fruit and/or vegetable or full-strength juice	³ / ₄ cup 6 ounces	A juice or fruit or vegetable that is a good source of Vitamin C
Bread/Bread Alternates		
One of the following or an equivalent combination		See Food Buying Guide for Child Nutrition Programs, PA-1331, for serving sizes
Whole-grain or enriched bread	10 per week	
Whole-grain or enriched biscuit, roll, muffin, etc.	minimum of	
Whole-grain, enriched or fortified cereal	1 serving per day	
Milk		
A serving of fluid milk	1 cup	Nonfat, 1% or 2% reduced fat

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IV. Education, Monitoring, Procedures and Job Descriptions

A. Cooks and Food Service Workers

1. The Food Service Supervisor (FSS) will, under the review of the Manager and assigned SPO, maintain 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 Section 113947 of the Health and Safety Code, California Retail Food Code (CalCode), and all governing laws and agencies for food facilities.
2. Education and monitoring -- cooks/extra-help cooks
 - a. All full time kitchen staff will complete the Staff Orientation/Training Checklist before being considered ready to accept the full responsibilities of their position.
 - b. There is ongoing in-service training for the review of policy and procedures and to ensure appropriate food handling and personal hygiene requirements. These are kept on file and initialed by the attending kitchen staff.
 - c. There is a “kitchen log” that is read and initialed before each cook’s shift. The log is used for communication between kitchen staff (e-mail is available for routine information), and for documentation of daily meal counts, medical changes in diets, equipment failure or problems, and pertinent information that is passed on from one shift to another. The log is a legal document.
 - d. Training in child nutrition, health and safety, cleaning policy and procedures will be provided, and kitchen personnel should attend regularly scheduled probation staff meetings.
 - e. Besides the procedures addressed in this chapter, the kitchen is also governed by all rules and regulations that are followed in the Camp program to create its structure and philosophy.

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sending youth to start the day. (Kitchen opens weekends and holidays at 6:00 a.m.).

Assigned morning kitchen crew from LPBC report to the kitchen at 6:30 a.m.

- 6:05 a.m.** Kitchen crew arrives, wash hands and put on hats. Kitchen crew will be assigned jobs by kitchen staff prior to starting their shift. Youth will assist cook as instructed for each step of the meal. Cooks will train youth; as well as direct them to make sure they fully understand their instructions.
- 6:50 a.m.** Cook will have the morning meal ready by 6:50 a.m. (weekend and holiday meals will be ready by 7:15 a.m. for serving time at 7:30 a.m.). Kitchen crew will have on hats, gloves, and plastic aprons prior to serving meals.
- 7:00 a.m.** LPBC staff and youth arrive for morning meal. Kitchen staff will situate themselves where youth can be observed at all times.
- 7:30 a.m.** Kitchen crew cleans up serving line and puts away perishable items.
- 7:45 a.m.** Kitchen crew returns to the dorm to attend school. Kitchen staff conclude clean-up for morning meal.
- Kitchen staff concludes preparation of lunch meal and checks preparation work for evening meal. Kitchen crew will take snacks to school when they return to the dorm.
- 8:30 a.m.** All youth are in school.
- 9:30 a.m.** Youth who are high school graduates and are eligible to work in kitchen during school hours report to kitchen as needed.
- 12:20 p.m.** Kitchen crew arrives. Upon arrival the kitchen crew, wash their hands, and put on hats, gloves, and plastic aprons. The

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kitchen crew will be assigned their daily jobs by kitchen staff.

Kitchen crew will assist kitchen staff with preparation work and all other specified kitchen duties.

- 1:00p.m.** Staff and youth arrive for afternoon meal. Cook will serve staff and youth their afternoon meal. Teaching staff and guests will give the cook their meal ticket, purchased at the Administration office. On weekends and holidays staff and you will arrive at 1:00 for lunch.
- 1:30p.m.** LPBC staff and youth leave the Dining Hall. Kitchen crew cleans the line and dining hall.
- 2:30 p.m.** Kitchen crew returns to the dorm for a 30-minute break
- 3:00 p.m.
to
4:30 p.m.** Kitchen crew returns. After washing their hands, putting hat and aprons on, the kitchen crew will return to their assigned work areas and complete their daily jobs.
- 4:30 p.m.** Kitchen staff and kitchen crew sits down to eat their evening meal.
- 5:00 p.m.** Kitchen crew prepares serving line for staff and youth.
- 5:30 p.m.** LPBC staff and youth arrive for evening meal.
- 6:00 p.m.** **Kitchen staff will make a sample meal for the following day and save it in the refrigerator.**

Weekend and Holidays meals are:

7:30-8:00 a.m. Breakfast

1:00 p.m. Lunch

5:30 p.m. Dinner

Two meals will be saved in the refrigerator for the staff working the third shift.

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6:00 p.m. Kitchen staff will give instructions and supervise proper clean up and closing procedures to the youth. Send snack to dorms. Kitchen crew will also have an evening snack to take back to the dorm.

6:30p.m. Kitchen staff will follow closing and security checklist located next to exit door. Checklist will be completed nightly **(NO EXCEPTIONS)**.

7:00 p.m. Kitchen staff send kitchen crew to the dorm.

D. Protocol for kitchen crew membership

1. The kitchen program is designed as a life-skills and job skills/awareness program. The youth may receive school credit for their participation if they are enrolled in the Regional Occupation Program (ROP).
2. Each youth may be required to fill out a kitchen application, which is provided in the dorm. Youth are selected based on level, as well as performance and behavior in the program.
3. The Food Service Supervisor may schedule an interview with the youth. (This experience will help the youth in applying for jobs when he graduates from the program.)
4. If hired, the youth will sign a work contract and health screening form and be assigned a training check list to be completed within the first month of being hired.
 - a. A kitchen contract is signed by the youth that includes the following criteria: length of assignment; expected conduct and kitchen rules/policy; consequences for policy violations; expected standard of hygiene and health; protocol for requesting termination of assignment.

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- E. Kitchen Crew Members (KCM) available assignments
 - 1. A youth is trained in each of six jobs while working in the kitchen as a KCM:
 - a. Cook's Assistant
 - b. End Cook
 - c. Dining Hall Preparer
 - d. Dish Sprayer
 - e. Pot/Pan Washer
 - f. Floater
 - 2. The Cook's Assistant position is a goal that kitchen crew members should strive for while working and learning in their assignments.
 - a. The Cook's Assistant position is given to a youth who:
 - 1) Demonstrates a high level of maturity
 - 2) Demonstrates an interest and talent in all aspects of the kitchen and the Camp program
 - 3) Has proven he is trustworthy and dependable
 - b. Duties include:
 - 1) Assist cook in meal preparation
 - 2) Prepare meal for next day
 - 3) Afternoon shift: Put away mops, brooms and squeegee
 - 4) Clean stove, grill, oven, fryer and back wall
 - 5) Organize spice racks
 - 6) Organize walk-in freezer

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- 7) Assist Kitchen Supervisor
 - 8) Clean and polish stainless steel (Walk-in freezer)
 - 9) Organize and clean chemical storage area
 - 10) Other duties assigned by kitchen staff
3. Duties – End Cook
- a. Set up all needed equipment
 - b. Help make daily meals
 - c. Put food on serving line
 - d. Put milk on serving line
 - e. Serve staff and youth
 - f. Clean and reset line for next meal
 - g. Restock napkins, bowls, utensils, and condiments
 - h. Put away leftover milk
 - i. Take apart the serving line
 - j. Take pots and pans to the sprayer
 - k. Clean and disinfect serving line
 - l. Clean and disinfect all kitchen tables and countertops and bottoms
 - m. Clean stove, grill, fryer and back wall

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**Notes and
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Kitchen and Dining Room Procedures (continued)

- n. Clean and disinfect vegetable sink area top, bottom and back wall
- o. Clean stack oven
- p. Other duties assigned by kitchen staff
- 4. Duties — Dining Hall Preparer
 - a. Sweep dining hall
 - b. Mop dining hall
 - c. Place trashcan by outside restroom
 - d. All other duties assigned by kitchen staff
 - e. Dining hall duties
 - f. Morning shift: Retrieve trashcans from outside, place trashcan liners in each can
 - g. Put all trashcans in dining hall and kitchen area
 - h. Fill water containers and deliver to tables
 - i. Assist Cook in morning, lunch, and dinner meal preparation
 - j. Clean all dining hall tables, chairs, and window sills and doors
 - k. Move chairs in dining hall off to the side of the room
 - l. Sweep entire dining hall
 - m. Mop entire dining hall after breakfast and lunch
 - n. Take out trash from kitchen, tie bags and place in the large dumpster

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**Notes and
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Kitchen and Dining Room Procedures (continued)

- o. Place all cardboard in the recycle dumpster
- p. Bring trashcans back to the kitchen and put in new liners (After breakfast and lunch only)
- q. Clean front serving line and walls
- r. Clean rack cart and give rubber mat to the sprayer
- s. Other duties assigned by kitchen staff
- 5. Duties - Dish Sprayer
 - a. Set up dishwasher and fill washer before operating
 - b. Check chemicals and replace as needed
 - c. Set up tray rack on receiving window
 - d. Put two sets of gloves and two spatulas on racks
 - e. Spray rubber mat from rack cart and return to dining hall
 - f. Spray trays before placing them into dishwasher
 - g. Check all trays and dishes for cleanliness
 - h. Check trays before putting them back on the serving line
 - i. Run eating utensils through dishwasher twice
 - j. Change dishwasher water before every Camp meal
 - k. Run all other plastic and small ware through dishwasher
 - l. Spray all large metal and plastic thoroughly and send to pots and pans area
 - m. Clean all runways on both sides of the dishwasher

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**Notes and
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Kitchen and Dining Room Procedures (continued)

1. Take off all foods, clean with soap and water and rinse
2. Squeegee all remaining water off runway
- n. Wipe off machine, top and bottom
- o. Clean walls and bottom counter
- p. Sweep floor
- q. Empty food trap
- r. Help serve meals when needed
- s. Other duties assigned by kitchen staff
6. Duties—Floater
 - a. Morning shift: Help put dining hall chairs down
 - b. Help end cook set up for breakfast
 - c. Fill sinks to wash pots and pans
 - d. Wash sinks using two pumps from detergent dispenser
 - e. Sanitize sink
 - f. Check chemicals and replace when needed
 - g. Set rinsed pots and pans upside down to drain and place in the appropriate area
 - h. Drain and fill sink every meal cycle or as needed
 - i. Drain and clean sink area when not in use

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Kitchen and Dining Room Procedures (continued)

**Notes and
References**

- j. Wipe down walls, top and bottom
- k. Clean sink, top and bottom
- l. Wipe down walls and windows outside kitchen office
- m. Clean double doors and walls behind small mixer
- n. Clean and disinfect large mixer
- o. Other duties assigned by kitchen staff
- p. Works only at the request of kitchen staff or FSS

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