

DATE:	OCTOBER 10, 2018
NUMBER:	K.4
SUBJECT:	FOOD SERVICE TOOL SECURITY
RELATED SECTIONS:	I.37

PURPOSE

To provide appropriate, secure storage and control of food service tools within all detention facilities.

POLICY

All food service tools shall be stored in locked cabinets in each detention kitchen. All food service tools will be returned to the secured storage and inventoried after each use and cleaning.

PROCEDURE

- I. All kitchens shall store food service tools including knives, utensils and flatware in locked cabinets. These cabinets shall remain locked when not in use.
- II. Food Services Division (FSD) staff shall be responsible for returning tools to the locked cabinet after each use and cleaning. All food service tools shall be inventoried at periodical intervals during each work shift. The inventory shall be recorded on the Security Tool Inventory Sheet by the kitchen deputy and FSD staff in each kitchen to ensure proper control and accountability.
- III. FSD staff shall secure each knife placed in service with a tether and padlock the tether to each workstation. Each knife shall be cleaned and returned to the locked storage cabinet when not in use.
- IV. The facility watch commander shall be notified immediately of any missing kitchen tool or inventory discrepancy.
- V. Food service tools shall not be removed from the kitchen at any time.
- VI. FSD staff will only use department issued knives and culinary tools. Personal knives and culinary tools are prohibited in any detention facility.