

DATE:	AUGUST 31, 2016
NUMBER:	K.23
SUBJECT:	MONTHLY INSPECTIONS OF FOOD SERVICE AREAS
RELATED SECTIONS:	K.11

PURPOSE

To ensure proper storage of food and kitchen supplies.

POLICY

Each Detention Facility shall conduct monthly inspections of food service areas to ensure adequate storage facilities for all food.

PROCEDURE

I. STORAGE

- A. The Food Services Division (FSD) supervisor at each facility will ensure proper storage of all foods and ensure proper temperatures are maintained. Thermometers will be placed in each storage area and shall be checked daily. All temperature readings will be recorded by the FSD supervisor or his/her designee.
- B. Canned goods and grain products will be stored in a cool, dry area free from contamination. These goods will be stored on shelves, or pallets, at least six inches from the floor.
- C. Highly perishable foods (e.g., meat, fresh fruits, vegetables, poultry and eggs) will be kept under refrigeration at a temperature of 33-35 degrees.
- D. Milk will be kept under refrigeration at a temperature of 32-36 degrees.
- E. Frozen foods will be kept at a constant temperature of 0 degrees.
- F. Stock will be rotated regularly to prevent spoilage of canned and dry goods.
- G. All cleaning chemicals, solutions and sprays will be appropriately labeled and kept in an area separate from food storage areas. All chemical items shall be stored in a spill proof container or on a spill pallet to prevent spillage. A Safety Data Sheet (SDS) for each item shall be kept on file in each kitchen for reference. A spill kit, to contain potential spills, will be stored in each kitchen.
- H. Any items that can be used to manufacture illegal products (e.g., yeast, vanilla, nutmeg) will be locked in the supply storage area. The keys to this area will be issued to the FSD supervisor and available to senior cooks and cooks only. All food storage areas will be locked when not in use.

II. INSPECTIONS

- A. The FSD assistant chief will conduct a monthly inspection of the food service areas in each facility. All deficiencies within the area are to be noted and corrected or repaired.
- B. Annual inspections are conducted by the San Diego County Health Department, with noted violations to be corrected within 14 days.
- C. The FSD supervisor will ensure a high standard of cleanliness is maintained in all food service areas by conducting daily inspections.