
Nutritional Program and Procedure (Title 15, Sections 1230, 1240-1243, 1245, 1246, 1248, 1460-1467)

725.1 PURPOSE:

To establish guidelines regarding the proper preparation and serving of meals in a sanitary environment at the Juvenile Detention and Assessment Centers (JDACs) and Treatment Facilities (TFs).

725.2 DEFINITIONS:

Alternate meal plan: Any meal plan which deviates from the regular planned meal, such as vegetarian, vegan, or for religious belief.

Cambro Cart: An insulated cart used for storing and transporting hot and cold food.

First In, First Out (FIFO) Method: A method of rotating inventory, stock, or product by ensuring the oldest product is used first.

Hazard Analysis Critical Control Point (HACCP): Steps in protecting food from contamination.

Physician: A Doctor of Medicine (MD), Doctor of Osteopathic (DO), and/or Doctor of Dental Surgery (DDS).

Provider: A Nurse Practitioner, Physician Assistant, Registered Nurse, or Registered Dietitian.

Special Diet: Any diet which deviates from the regular planned meal due to medical, allergy, or disability issue.

725.3 RESPONSIBILITIES:

- I. All Food Service staff shall:
 - A. Conduct the daily cleaning/sanitizing of equipment used and scheduled monthly deep cleanings.
 - B. Be trained in various areas of food safety annually as mandated.
 - C. Verbally notify via chain of command if a physician has verified that an employee has been diagnosed with, or has symptoms of one of the following illnesses:
 1. Salmonella Typhi
 2. Salmonella Spp
 3. Shigella Spp
 4. E-coli
 5. Hepatitis A virus
 6. Norovirus

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7. A wound that is one of the following:
 - (a) On the hands or wrists, unless an impermeable cover such as a finger cot or stall protects the wound, and a single-use glove is worn over the impermeable cover.
 - (b) On exposed portions of the arms, unless the wound is protected by an impermeable cover.
 - (c) On other parts of the body, unless the wound is covered by a dry, durable, tight-fitting bandage.
 - (d) Other reportable illnesses that may be an imminent health hazard or communicable disease that are transmissible through food.
- II. Food Service Storekeeper shall:
 - A. Perform all duties required to maintain a clean and hazard free area to meet all Title 15 and California Retail Food Code (Cal-Code) regulations by enforcing HACCP principles for food safety.
 - B. Maintain proper records as required, to include but not limited to, inventory, invoices, and packing slips.
 - C. Perform other duties as assigned.
- III. Cook I shall:
 - A. Perform all duties associated with using proper cooking techniques and standardized recipes to meet all Title 15 nutritional regulations.
 - B. Clean and sanitize all work areas to meet Cal-Code regulations by enforcing HACCP principles for food safety.
 - C. Perform other duties as assigned.
- IV. Cook II shall:
 - A. Assist in the inspection process ensuring Cook Is are trained and are following standardized recipes, portioning is concurrent with menu, and all hazard and safety measures are being met.
 - B. Perform other duties as assigned.
- V. Food Service Supervisor:
 - A. Shall perform day-to-day site specific inspections to ensure all mandated regulations are being met and the facility is free from hazards and all safety precautions are being followed or corrected in a timely manner.
 - B. Shall maintain proper documentation and process as required including, but not limited to, schedules, training of staff, employee relations, and ensuring a qualified Person In Charge (PIC) is always available in their absence.
 - C. Shall restrict or exclude a food service employee from a food facility if a lesion or wound is open or draining and may be considered an imminent health hazard.

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- D. May remove the restriction or exclusion if there are no visual symptoms or the employee states that the symptoms are no longer present and have been medically released from care and documentation is on hand.
 - E. Shall ensure that:
 - 1. All food is prepared, portioned, and served equally on individual trays by trained food service staff and under the supervision of the PIC.
 - 2. Temperatures are checked randomly and documented on the production sheets throughout the cooking process and holding stages to ensure all health risks have been minimized.
 - 3. Sampling of each meal containing all menu items are taken from the first serving and are saved for 72 hours to be used for testing if a food borne illness outbreak arises.
 - 4. Sample meals are stored under refrigeration in a sealed hinge Cambro cart and are disposed of using the FIFO method.
 - F. Perform other duties as assigned.
- VI. Food Service Supervisor II shall:
- A. Perform day-to-day facility inspections to ensure all mandated regulations are being met and the facilities are free from hazards and all safety precautions are being followed or corrected in a timely manner.
 - B. Maintain proper documentation and process as required including, but not limited to, schedules, training of staff, employee relations, and ensuring a qualified Person In Charge (PIC) is always available in their absence.
 - C. Work closely with the Probation Food and Beverage Operation Manager and serve as a backup during their absence.
 - D. Collaborate with the Food Services Supervisor I to comply with section V, E.
 - E. Perform other duties as assigned.
- VII. Food and Beverage Operation Manager shall:
- A. Perform facility inspections to ensure all mandated regulations, both nutritional and physical conditions, are being met and the facilities are free from hazards and all safety precautions are being followed or corrected.
 - B. Maintain proper documentation and process as required including, but not limited to, ensuring staffing ratios are appropriate, staff are properly trained, monitor budget, be part of vendor contract process, and be the liaison of the department.
 - C. Monitor and partake in vendor contracts, budget, or any related items impacting the Food Service Division.
 - D. Perform other duties as assigned.
- VIII. Probation Corrections Officers (PCOs) shall:

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- A. Follow all established processes or procedures in the feeding of youth including, but not limited to, monitoring meals, completing required documentation, and refraining from providing outside food to youth due to possible medical or allergic conditions that could affect the health of youth.
- IX. Medical Services shall:
- A. Follow all established processes or procedures in addressing the youth's medical care needs.
 - B. Communicate and meet with the Food Service Division as needed to address youth requiring modified, alternate, or special diet meals due to verified medical conditions.
- X. Registered Dietitian shall:
- A. Perform all duties associated with evaluating and approving menus to meet Title 15 mandates including, but not limited to, keeping proper documentation, providing consultation to youth, planning alternate meal plans and providing in-service to staff as needed.
- XI. Attending Physician/Provider shall:
- A. Provide standard health care including the prescription of modified or alternate meals within 96 hours.
- XII. Frequency of Meals:
- A. All youth in the JDACs/TFs will be served three (3) meals, at least one of which will be hot, within a 24-hour period.
 - B. A minimum of 20 minutes for youth and 15 minutes for adults is allowed for consumption of meals except for those on a medical diet where the responsible physician has prescribed additional time.
 - C. Meals are served and should be consumed as quickly as possible, using time instead of temperature as a public health control.
 - D. Secondary meals and food prepared outside of the facility will not be accessible or permitted for youth as to not exceed set daily caloric intakes, unless prescribed by a physician/provider or approved by Administration. The only exception is extra fresh fruit that is available on each unit.
 - E. All youth will be provided nutritious snacks between 2-4 hours after the dinner meal is served.
 - F. Nutritious snacks and supplemental meals are available during the booking process for youth that have not consumed a meal and/or have been detained outside the normal feeding schedule.
 - G. Replacement meals that meet the same nutritional values as the regularly scheduled meals will be provided to youth who were unable to partake in the normal unit meal.
- XIII. Minimum Diet:

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- A. The regular minimum meal pattern in a 24-hour period will consist of all the nutritional value requirements to meet specified age groups under Title 15.
- B. Special diet orders or paper spoon tray meals that require modification will meet the same nutritional value standards unless otherwise specified by the physician/provider.
- C. Alternate Meal plans will meet the same nutritional value standards as a regular meal plan and follow the accommodation referral form process.
- D. Snacks may be included as part of the minimum diet.
- E. Provide supplementary snacks as prescribed by the physician/provider for any pregnant youth detained in a JDAC/TF to meet the additional 300 calories requirement during pregnancy or as deemed appropriate by the physician/provider.

XIV. Special Diet:

- A. The RN may place orders per the Standardized Procedures for Registered Nurses and/or a NP, PA, MD, or DO.
- B. Any meal that varies from the normal feeding will be assembled in a black-hinged container, labeled with the youth's name, unit, and specific changes.

XV. Menus:

- A. Menus are planned one month in advance, on a four-week cycle, and provide a variety of foods.
- B. Menu records will be maintained as mandated under current regulations.

XVI. Kitchen facilities, sanitation, and food storage:

- A. Sanitation, food safety and storage measures are done with internal or external inspections and will be in place in accordance with Health and Safety Code, Division 104, Part 7, Chapters 1-13, Sections 113700 et seq. California Retail Food Code (Cal-Code) in prevention of a food borne illness outbreak and subject to inspections by the Environmental Health Department as mandated.
- B. Personnel having communicable diseases are prohibited from entering or working in the kitchen pursuant to Health and Safety Code section 113949.1 through 113950.5.
- C. Only the local health officer or local enforcement agency will remove the exclusions or restrictions of a staff who has been diagnosed with the illnesses listed in section I, C, 1-7.

XVII. Food Service Purchasing Process:

- A. San Bernardino County Purchasing Department opens a bidding process to County approved vendors.
- B. The Food and Beverage Operation Manager will be involved in the process of reviewing bids and vendor presentations in conjunction with the San Bernardino

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County Purchasing Department to ensure the product meets the standards for proper nutrition.

- C. After the bid process is closed, the Purchasing Department notifies the Probation Food and Beverage Operation Manager of the awarded vendor(s) along with copies of the recap award. In some cases, a bid with various items may be broken down and awarded to various vendors.
- D. Items will be purchased only from approved vendors. Any price and/or contract negotiations will be done following County policy and by the Purchasing Department who will consider special consideration to local business under their procurement plan.
- E. Any vendor interested in doing business with the County should be directed to the Purchasing Department.
- F. No employee will have any business, financial, or other personal interest or association which conflicts with their regular duties or would tend to impair independence of judgment.
- G. No employee will accept gratuities from any vendor.

XVIII. Waste Management:

- A. Arrange and dispose of all waste including food waste or recyclable materials to meet AB1826.
- B. Trash compactors shall be emptied on a weekly basis or as needed.
- C. Grease from the cooking process is held in an approved container for recycling and the inline grease interceptor tank is scheduled twice yearly for collection or as needed through a selected approved vendor.

XIX. Transportation of Food:

- A. Insulated Cambro carts are used to transport meals from the kitchen area to the living units. Time only, rather than time in conjunction with temperature, is used as a public control and for immediate consumption to meet Cal-Code 114000. Food Service Staff document the time in which the food items were removed from a controllable temperature on the Cambro Pick Up Form which is placed inside the Cambro before closing. The unit PCO will obtain the Cambro Pick Up Form and complete it as required by Cal-Code 114000 and place it inside Cambro Cart prior to returning the Cambro Cart to the kitchen.

XX. Training/Certification:

- A. The Food and Beverage Operation Manager, Food Service Supervisor II/I, Cook II/I, and Storekeeper will be knowledgeable in the principles of HACCP concept. In-service training is conducted periodically.
- B. A Safety Program is preplanned twelve (12) months in advance. An outside trainer may also conduct in-service training.

XXI. Food Handlers:

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- A. All food service staff will possess a County of San Bernardino Food Handlers certificate and/or ServSafe Certification from an accredited organization. The original food handler's certification or ServSafe certificate will be posted in the kitchen area. The manager and supervisors will retain a ServSafe Certification as required under their classification.