

**Georgia Department of Corrections
 Food Services
 Weekly Assessment Report**

Facility: _____

Date: _____

SECTION I - FOOD SAFETY AND SANITATION (25 points)

	PROCEDURE	C	N/C	COMMENTS
1.	Date: _____ Score: _____ of latest Health Department Inspection.			
2.	Vermin and pest control are provided as evidence by contract or institution schedule and is effective.			
3.	Daily inspections are in file.			
4.	Weekly sanitation inspections are in file.			
5.	Monthly sanitation inspections are in file.			
6.	Appropriate beverage containers are being used to dispense all beverages and cleaned.			
7.	All offenders and staff are in proper uniform, including hair restraints.			
8.	“Wash Hands”, “No Smoking”, and “Caution” signs are posted where needed and enforced.			
9.	Toilet and wash basin facilities are accessible in the vicinity of the food preparation areas with soap and paper towels available.			
10.	Staff and offenders wash hands and exposed areas before starting work, and after using toilet.			
11.	Potentially hazardous spills receive immediate attention.			
12.	Dishwasher checked and recorded during mealtime. Wash temperature at 150 degrees and final rinse 180 degrees or above.			
13.	Visual sanitation and inspection results:			
	a. Walls			
	b. Floors			
	c. Ceilings			
	d. Light Fixtures			
	e. Serving Line			
	f. Cooking Equipment			
	g. Food Warmers or Holding Equipment			
	h. Refrigerators and Freezers			

Retention Schedule: Upon completion, this form shall be maintained in a local filing area for six (6) years, one year active and five years inactive, then destroyed.

SECTION I - FOOD SAFETY AND SANITATION cont.

PROCEDURE		C	N/C	COMMENTS
	i. Tables and Counters			
	j. Floor Drains/Grease Traps			
	k. Trash and Garbage Handling			
	l. Air Curtains/Fly Control			
	m. Drinking water available in dining area.			
	n. Hoods/Ventilation Systems are clean.			
	o. Mops & Brooms Stored properly and area clean.			
	p. Trays and Eating utensils are clean and in good condition.			
	q. Pots and Pans and Serving Utensils are clean.			
14.	All foods stored in refrigerators or freezers are properly covered and labeled (dated and identified).			
15.	All chemicals are stored in locked, secured area and signed in/out.			
16.	All knives/utensils are on shadow board and signed in/out as used.			
17.	Are all foods stored in a manner to prevent contamination?			
				<u>SCORE:</u>
<u>COMMENTS:</u>				

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SECTION II - DOCUMENTATION (20 points)

PROCEDURE		C	N/C	COMMENTS
1.	An updated Policy & Procedure Manual for Food Service and a copy of the Master Menu are on file.			
2.	Requisitions are posted daily by 2:00 p.m.			
3.	Accurate records of meals served are maintained.			
4.	Daily Food Service Packet Checklist is complete and signed by Food Service Director.			
5.	Current monthly food cost is available.			
6.	Cook's worksheets are current and filled out properly.			
7.	Documentation of paid staff meals kept on record. No staff members are eating free.			
8.	General filing system is in place and records are retained for four years.			
9.	All SSI email messages are printed and maintained in a book/file for Food Service personnel to read and initial.			
10.	All equipment not working properly has a maintenance request and is on file (List equipment not working in comments.)			
11.	Is equipment repaired within 7 days of breakdown?			
12.	All farm products are received via waybill and recorded in SSI on the day of receipt. Usage of farm products is recorded on a daily basis in SSI.			
13.	Is facility within budget?			
			<u>SCORE:</u>	
<u>COMMENTS:</u>				

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SECTION III - WAREHOUSE/INVENTORY (20 points)

PROCEDURE		C	N/C	COMMENTS
1.	A current, accurate inventory of food is maintained. (Spot Check Inventory Form)			
2.	All spot buys or special food items shipped by Food and Farm are used according to Central Office instructions.			
3.	Refrigeration temperature checked three times per day and recorded.			
4.	Storage Areas:			
	a. All items are dated when received and oldest used first.			
	b. All Food and Supplies are stored on pallets or dunnage racks 6" off the floor and 18" from the ceiling.			
	c. Storage areas are kept clean.			
	d. Refrigerator temperature is maintained at or below 41 degrees F.			
	e. Freezer temperature is maintained at 0 degrees to minus 10 degrees F.			
	f. All temperatures in Food Storage areas are monitored and documented.			
			<u>SCORE:</u>	
<u>COMMENTS:</u>				

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SECTION IV - PREPARATION/SERVICE (25 points)

PROCEDURE		C	N/C	COMMENTS
1.	Meals served follow master menu plan.			
2.	Mealtimes are scheduled and no more than 14 hours to exist between the evening meal and breakfast.			
3.	Meals served in segregation are representative of meals served the general population.			
4.	Diet roster is on file and current. # of diets			
5.	Modified medical diet menus are available and followed.			
6.	All diet meals transported away from the kitchen are identified with offender name and diet.			
7.	Food is prepared as close to mealtime as possible.			
8.	Thermometers are accessible and being used to monitor food temperatures.			
9.	Current SSI recipes are being followed.			
10.	Portion control is enforced.			
11.	Cold prepared foods are maintained at 41 degrees or below.			
12.	Hot foods are maintained at 135 degrees or above.			
13.	Are all frozen foods thawed properly?			
			SCORE:	
COMMENTS:				

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SECTION V - STAFF TRAINING/OFFENDER TRAINING (10 points)

PROCEDURE		C	N/C	COMMENTS
1.	Documentation is on file that reflects all offenders have reviewed and initialed their specific job description. Documentation is on file that reflects that the offenders have received basic safety and sanitation training			
2.	Documentation is on file that indicates a review of offender workers after they have completed their 30 days work training period.			
3.	There is documentation on monthly food service staff meetings.			
				SCORE:
COMMENTS:				

List names of food service employees and levels of training needed:

EMPLOYEE: _____	LEVELS: _____
EMPLOYEE: _____	LEVELS: _____
EMPLOYEE: _____	LEVELS: _____
EMPLOYEE: _____	LEVELS: _____
EMPLOYEE: _____	LEVELS: _____
EMPLOYEE: _____	LEVELS: _____

OVERALL TOTAL SCORE: _____

Signature: _____

Food Service Staff Member

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