

<b>GEORGIA DEPARTMENT OF CORRECTIONS</b> Standard Operating Procedures		
<b>Functional Area:</b> CORRECTIONS DIVISION/ FACILITIES OPERATIONS	<b>Reference Number:</b> IVL01-0011	<b>Revises            Previous            Effective Date:</b>
<b>Subject:</b> Food Service Staff		12/15/02
<b>Authority:</b> Donald / Adams	<b>Effective Date:</b> 9/01/04	Page 1 of <div style="text-align: center;"><b>4</b></div>

**I. POLICY:**

- A. To establish standard administrative, management, and security practices in all feeding units and implement a dress code for all Food Service staff in the Department of Corrections.
- B. The Food Service Director will provide to new employees orientation procedures/guidelines for performance in the area of food services within GDC.
- C. All feeding units in GDC will follow the employee uniform dress code and procedures. With the warden's approval, the highest ranking food service employee will be allowed to wear appropriate **PROFESSIONAL** attire.

**II. APPLICABILITY:**

All feeding units operating within GDC

**III. RELATED DIRECTIVES:**

- A. OCGA - 42-2-11
- B. GDC-SOP: IVA01-0048, IVA01-0049, IVL01-0019, GDC-SOP IIA07-0003

**IV. DEFINITIONS:**

NONE

**V. ATTACHMENTS:**

NONE

**VI. PROCEDURE:**

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A. Food Service Staffing

The Food Service Director is responsible for the direct supervision of the entire food service operation in each facility. Food Service Managers, Supervisors, and Employee Seniors provide general supervision of the food service operation at each facility. The Food Service Director is to insure all new food service employees are provided the following:

1. A job description containing position responsibility which the employees will read and sign.
2. Attendance at all four (4) levels of Food Service Training provided by GDC. Completion is required within two years of the date of hire. Level I is to be completed within 60 days. (See IVL01-0019 for details.)
3. A copy will be available of the Food Services Policy and Procedure Manual to read and sign. Facility local operating procedures are also to be provided to each employee. (IVL01-0012 - PG 2 (A-1-a))
4. General orientation of the food service area, an organizational chart, and any information concerning food service operations in the facility. Information regarding safety, security, knife and key control, (Refer to IVL01-0010 - Risk Management), feeding and shift schedules, requests for leave and/or training are suggested topics to include during orientation.
5. Clothing required that is necessary to meet the dress code. (Refer to IIA07-003 - Personal Appearance of Uniformed Personnel)
6. Attendance at any security training required by individual facility.

B. Uniforms

1. Items of dress are provided through the Central Office Care and Custody Section.

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2. The shirts and jackets will require patches of the American Flag and departmental seal. These are issued with items of clothing. Name bars and Food Service Insignia are to be requested through Care and Custody.

C. Management

1. The Food Service Director is responsible for communicating information to their staff in regards to the food service operation. The Food Director will conduct a monthly staff meeting of food service staff at each facility. Staff meetings should be used to update and review food presentation, food temperatures, food preparation, sanitation, and policy and procedures concerning state and federal rules and regulations on safety, sanitation and personnel; changes to recipes, modified diets, and inventory control.
2. Minutes of meetings should be kept on file in the Food Service office. A suggested format for the meeting and minutes should include:
  - a. Date and Time of meeting
  - b. Personnel present
  - c. New business and old business
  - d. Training
  - e. Vacancies and offender quotas
  - f. Physical plant and equipment
  - g. Staff comments and areas of interest.

D. Job Descriptions

All employees will be given a copy of their job description for their review and signature. Copies of these job descriptions will be on file in the Food Service office. Job descriptions will be reviewed yearly by the Food Service Director and updated as job duties and responsibilities change.

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E. Reports of Performance

Performance evaluations will be given to all employees in accordance with Georgia Performance Plus. This is an important tool of management, which helps the employee to understand job responsibilities, standards, levels of performance, performance above the required standards, and also to correct any deficiencies in their performance. This tool can be used at any time to increase efficiency and productivity within the food service operation.

F. Record Keeping

1. The Food Service Director will maintain files on all Food Service Staff, including their job descriptions, performance evaluations, training records, and any other applicable information concerning the staff member.
2. The Food Service Director will maintain administrative files, including staff meeting minutes, directives, policies and procedures, cost and production records required throughout the Food Service Policy and Procedure Manual.
3. Maintain a file of all DMS and Groupwise Email Messages, and take measures to insure all staff read and initial.