

GEORGIA DEPARTMENT OF CORRECTIONS



**Standard Operating Procedures**

**Policy Name:** Training

**Policy Number:** 409.04.20

**Effective Date:** 9/23/2020

**Page Number:** 1 of 2

**Authority:**  
Commissioner

**Originating Division:**  
Executive Division (Georgia  
Correctional Industries - Food  
and Farm Services)

**Access Listing:**  
Level I: All Access

**I. Introduction and Summary:**

It is the policy of the Food and Farm Service's Subdivision to outline training programs that are required, offered, and administered to Georgia Department of Corrections (GDC) food service staff at all GDC State Prisons and Centers which operate kitchens for preparation of the GDC Master Menu. Exceptions may be made for contracted food service operations.

**II. Authority:**

A. O.C.G.A.: 42-2-11; and

B. ACA Standards: 2C-CO-4C-01, 1-CTA-3D-02-1, and 5-ACI-5C-10 (ref. 4-321-1).

**III. Definitions: None.**

**IV. Statement of Policy and Applicable Procedures:**

A. Staff Training:

1. All food service staff is required to attend Food Service Level I within 90 days of date of hire.
2. All food service staff in each feeding unit are recommended to attend Food Service Level I, II, and III Training within two (2) years of employment.
3. The Food Service Director/Manager in each feeding unit will provide all staff the opportunity to attend the three (3) levels of Food Service Training, which shall include, but not limited to, training on inmate dealings, use of equipment and provision of special diets. All three (3) levels of Food Service Training shall be attended as soon as possible following date of hire.

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**B. Staff Training provided by Food and Farm Services Central Office:**

1. Food and Farm Services Central Office will teach a Food Service Update class a minimum of two (2) times per year and a Food Service Development class a minimum of one (1) time per year.
2. The Food and Farm Services Central Office provides staff with Food Service Computer System training on an as needed basis.

**C. Travel Expenses:**

1. GDC will be responsible for funding travel and related expenses of facility food service staff attending Food Service Level Training or other training, in accordance with State Travel Regulations.
2. GCI will be responsible for funding travel and related expenses of GCI staff attending or providing training in accordance with State Travel Regulations.

**V. Attachments:** None.

**VI. Record Retention of Forms Relevant to this Policy:** None.