

<b>GEORGIA DEPARTMENT OF CORRECTIONS</b> Standard Operating Procedures		
<b>Functional Area:</b> CORRECTIONS DIVISION/ FACILITIES OPERATIONS	<b>Reference Number:</b> IVL01-0019 **	<b>Revises            Previous            Effective Date:</b>
<b>Subject:</b> Training		12/31/01
<b>Authority:</b> Donald / Adams	<b>Effective Date:</b> 9/01/04	Page 1 of <div style="text-align: center;">2</div>

**I. POLICY:**

To outline the Food Service training programs that are required, offered, and administered to Food Service staff in GDC.

**II. APPLICABILITY:**

All feeding unit operating under GDC management

**III. RELATED DIRECTIVES:**

- A. OCGA 42-2-11
- B. GDC-SOP: IVP01-0004

\*\* - LEGAL - REECE

**IV. DEFINITIONS:**

NONE

**V. ATTACHMENTS:**

NONE

**VI. PROCEDURE:**

- A. Staff Training
  - 1. All food service staff is required to attend Food Service Level I within 60 days of date of hire.
  - 2. All food service staff in each feeding unit are required to attend Food Service Training - Level II,

Functional Area: CORRECTIONS DIVISION/ FACILITIES OPERATIONS	Prev. Eff. Date: 12/31/01	Page 2 of 2
	Effective Date: 9/01/04	Reference Number: IVL01-0019 **

III and IV within two (2) years of employment (Refer to IVP01-004).

3. The Food Service Director/Manager, in each feeding unit, will provide the opportunity, for all staff, to attend the required four levels of Food Service Training (As soon as possible).

B. Staff Training provided by central office

1. Once a year, the Food and Farm Services - Central Office provides a two-day training session for the Food Service Directors/Managers, in each feeding unit, in GDC if funds are available.
2. The Food and Farm Services section, Central Office, provides training for staff to perform data entry for the computerized Food Service Inventory System on an as needed basis.

C. Travel Expenses

2. All travel expenses for Food Service Training, Management Training will be incurred by staff training. The Annual Food Service Conference will be paid for by Central Office - Food and Farm Services.
3. Any and all other travel expenses will be incurred by the individual facility.