

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Staff Dining Menu Maintenance, Food/Supply Procurement, and Inventory Management		
Policy Number: 409.04.30	Effective Date: 10/24/2017	Page Number: 1 of 8
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 Services Subdivision to establish and outline standard operating procedures for menu/recipe development and maintenance, procurement of food and supplies, and inventory management where staff dining services are provided. This policy is applicable for food service operations to Rutland Cafeteria, State Offices-South, and other Georgia Department of Corrections (GDC) facilities where staff dining services are located.

II. Authority:

- A. GDC Board Rules: 125-4-3-.03 and 125-4-3-.05;
- B. GDC Standard Operating Procedures (SOPs): 409.04.02 Master Menu and Recipes, 409.04.15 Inventory/Food Costing/Food Service Computer System, 409.04.18 Inspection/Storage, and 409.04.27 Food Service Hazard Analysis Critical Control Point (HACCP) Plan; and
- C. ACA Standard: 2-CO-4C-01.

III. Definitions:

- A. **Nonperishable Items** - Food items that do not spoil easily.
- B. **Perishable Items** - Food items that may spoil easily.
- C. **Poor Quality** - A product that does not meet specifications or displays signs of damage, spoilage, or temperature abuse.
- D. **Specifications** - Detailed description of product standards.
- E. **Time and Temperature Abuse** - Food that remained at a temperature favorable for microorganism growth for an extended period. Food should not remain between 41°F and 135°F for more than 4 hours.

IV. Statement of Policy and Applicable Procedures:

Staff dining services are provided to employees, visitors, and training participants at selected GDC facilities. Staff dining operations are managed by a combination of

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Georgia Correctional Industries (GCI) staff members, GDC staff members, and offender workers.

A. Master Menu and Recipes:

1. All foods prepared and served by GDC staff dining feeding units must follow the Master Menu and standardized recipes as described in GDC SOP 409.04.02 Master Menu and Recipes to ensure uniformity of foods prepared and quality of items served.
2. Central planning and local preparation of meals will take food flavor, texture, temperature, appearance, and palatability into consideration.
3. GCI Food & Farm Services Management is responsible for the Master Menu and accompanying recipes and shall review the Master Menu annually or more frequently as needed.
4. GCI Food & Farm Services Management is interested in ways to improve or expand the Master Menu and encourage that suggestions for modifications be submitted in writing. Changes which would have the effect of improving the Master Menu's supply, content, acceptability, or efficiency of preparation and service will be considered on a system wide basis within existing cost and budget limitations.

B. Procurement of Food and Supplies:

1. Food and supply requirements are determined by each staff dining facility based on historical data of meals served and food/supply items used.
2. Authorized food items that are not supplied by the Food Distribution Unit ("FDU") are procured locally at each staff dining facility. These items are listed within the Food Service Computer Inventory System. These items shall be purchased at favorable prices and conditions whenever possible, and be should be purchased on an as needed basis.
3. Kitchen supply items must be ordered via the Food Service Computer Inventory System.

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C. Receiving Food and Supplies:

1. All items are to be inspected for proper labeling, packaging, time and temperature abuse, and visual defects upon delivery. Containers should be inspected for discoloration or damage that may have resulted from grease, excess moisture, or insect/rodent exposure. Open containers should be inspected for signs of mildew, rodent, or insect infestation. Canned goods should be inspected for holes, leaks, rust, and swelling. Any item displaying signs of contamination, damage, poor quality, or condition below specifications shall be rejected.

2. The temperature of all frozen and perishable foods will be taken at the point of receiving and shall be recorded on Attachment 1, Food Receiving Temperature Log of SOP 409.04.27 Food Service Hazard Analysis Critical Control Point (HACCP) Plan.
 - a. All frozen foods will be below 0°F at the time of receiving. Frozen products should be refused if received at temperatures above 10°F. Frozen products should be refused if the packaging appears wet or water damaged, contains ice crystals, contains a frozen block of ice surrounding the product, or shows any other signs of thawing and refreezing.

 - b. All milk will be received at temperatures above 32°F but at or below 41°F. Milk should be refused if its temperature is above 41°F.

 - c. All produce will be received at temperatures above 32°F but at or below 41°F. Exceptions shall be made under the following conditions:
 - 1) If the produce is received directly from a GDC Farm operation, all produce must be reduced to a temperature below 42°F within 6 hours from receipt;

 - 2) Cucumbers, squash and peppers shall be received at temperatures less than 50°F;

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- 3) Bananas and ripe tomatoes shall be received at temperatures less than 60°F; and
 - 4) Watermelons shall be received at temperatures less than 70°F.
3. All accepted food and supply items will be dated upon receipt and moved from the receiving area to the appropriate storage area immediately after delivery and inspection to eliminate safety hazards, damage, or spoilage. Immediate storage also promotes accountability.

D. Inventory Management:

1. Storage:

- a. All food and supply items will be stored, where feasible, in the stock number that appears on the Food Service Computer Inventory System Inventory Master List Report.
- b. Items containing labels that indicate contents and date of production will be placed in a position that is easily viewed to ensure proper first in/first out (FIFO) stock rotation.
- c. All storage items should be at least 6" from the wall, 6" from the floor, and 18" below the ceiling.
- d. Nonperishable items must be properly stored to eliminate rodent/vermin infestation or deterioration caused by heat, dryness, or excessive moisture.
 - 1) Temperatures of storerooms for nonperishable items should be above 45°F but below 85°F. Temperatures should be checked 3 times daily and documented on Attachment 3, Daily Food Storage Temperature Log of SOP 409.04.27, HACCP.

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- 2) Canned and packaged goods should be left in their original containers when possible and shall be stored neatly on shelves to allow proper air circulation.
- e. Perishable items are subject to rapid deterioration when not stored under proper temperature, humidity, air circulation, and sanitary conditions.
 - 1) Perishable food shall not be stored under or within 18" of an evaporator.
 - 2) Frozen perishable foods are to be stored according to size and type, and shall be stacked properly. Temperatures in frozen food storage areas are to be between 0°F and -10°F.
 - 3) Perishable items stored in refrigeration units are to be arranged for proper air circulation. Odor-imparting foods should be separated. Refrigeration temperatures should be maintained below 41°F. Temperatures should be checked three (3) times daily and documented on the Attachment 3, Daily Food Storage Temperature Log of SOP 409.04.27, HACCP.
 - f. Opened food will be stored in approved National Sanitation Foundation (NSF) containers that have been cleaned and sanitized. Contents should be securely covered with a lid or plastic film to protect from contamination by toxic materials, dust, insect/rodents, unclean equipment, cross contamination, flooding, leaks, or condensation. Contents should be labeled with common food name, date of storage, and use by date.
 - g. All warehouses and refrigeration/freezer storage areas are to be well ventilated and kept clean and free from dirt, dust, and grease. Regular sanitation schedules for storage areas should be prepared and followed.
2. Physical Inventory:
 - a. All items will be counted or weighed when applicable. The unit of issue

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for each item is determined by Food and Services Central Office and is indicated on the computerized Inventory Report. Paper records of inventories will be certified by the Food Service Director and placed in a local food service filing area.

- b. The Food Service Director or their designee will daily spot check at least 10 items in the warehouse and compare to the amount listed in the Food Service Computer Inventory System. Attachment 2, Inventory Spot Check Form of SOP 409.04.15 Inventory/Food Costing/Food Service Computer System will be used and kept in a local food service filing area.
- c. A computerized Physical Inventory Count Form shall be maintained each month to reflect physical inventory or goods on-hand. This report may be used to compare the reconciled Computer Inventory and the physical inventory.
- d. The on-hand balance in the Food Service Computer Inventory System should equal actual physical inventory on any given date. Inaccurate computer records of inventory should be corrected immediately upon approval.

3. Issues/Receipts:

- a. All food and supply items received, stored, issued, and consumed will be accounted for daily to ensure accurate on hand inventories, item usage, and budget projections.
- b. All items issued to the kitchen for use should be deducted from the on-hand inventory balance by either weight or count. All inventory issues and receipts must be posted to the Food Service Computer Inventory System no later than 2:00 p.m. each day.
- c. All items being returned to storage from the kitchen should be added to the on-hand inventory balance by either weight or count. Kitchen returns must be posted no later than 10:00 a.m. the next day.

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- d. All items received in the warehouse shall be added to the on-hand inventory balance by either weight or count.
 - e. Some form of manual recordkeeping shall be maintained in the event the Food Service Computer Inventory System is unavailable. Manual recordkeeping of issue and receipts should include the following:
 - 1) Name of the item with stock number assigned by Food and Farm Services Central Office;
 - 2) Amount of each item received and date of receipt;
 - 3) Amount of each item issued and date of issue; and
 - 4) On-hand balance of each item after every receipt and/or issue.
 - f. All food and supply items will be used and consumed on a FIFO basis to ensure proper rotation and maintenance of quality and safety.
4. Damage or Spoilage of Goods:
- a. Items will be rejected on the spot when an item from an outside vendor is not within acceptable receiving conditions. If products from FDU are not within acceptable receiving conditions, FDU should be notified immediately.
 - b. The Food Service Computer Inventory System is programmed for entry of specific adjustments to account for the loss of goods due to spoilage, damage, etc.
 - c. A survey form must be completed, signed, and emailed to Food and Farm Service Central Office when food items are disposed of due to spoilage, food recalls, or in other circumstances where goods are found not consumable. This should be done as soon as possible to ensure data entry and inventory correction. A copy should be retained in the food service

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office of the facility where the survey was submitted. Refer to Attachment 1, Food Survey Request, Report and Expenditure of SOP 409.04.18 Inspection/Storage.

- d. The unit cost for each stock item surveyed must match the cost displayed in the Food Inventory Record of the Food Service Computer Inventory System. The quantity of each item surveyed must be deducted from the on-hand inventory balance at the date of the survey. Inventory Stock Record Information and Transaction History Report will reflect the cost of the surveyed item(s). The total amount surveyed should match adjustments made in the Food Service Computer System by the data entry person.

V. Attachments:
None

VI. Record Retention of Forms Relevant to this Policy:
Upon completion, all attachments mentioned in this SOP shall be maintained in a local food service filing area for one (1) year and then placed in an inactive file for five (5) years. Forms may be destroyed six (6) years from time dated.