

GEORGIA DEPARTMENT OF CORRECTIONS



**Standard Operating Procedures**

**Policy Name:** Food Preparation, Service, and Transportation

**Policy Number:** 409.04.03

**Effective Date:** 06/07/2022

**Page Number:** 1 of 8

**Authority:**  
Commissioner

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

**Access Listing:**  
Level II: Required Offender  
Access

**I. Introduction and Summary:**

- A. All Food Service Directors, Managers, and Supervisors of Georgia Department of Corrections (GDC) State Prisons and Centers, which operates kitchens for the preparation of the GDC Master Menu, will be familiar with the correct ingredients, specified quantities of ingredients, and procedures for food preparation, display, and service. These policies will be used in addition to those outlined in Chapter 511-6-1 of the Rules and Regulations of the Georgia Department of Public Health. Exceptions to these procedures may be made for contracted food service operations.
- B. All foods served will be prepared in strict accordance with the approved cyclic GDC Master Menu. There shall be no unauthorized deviations from the Master Menu, except for emergency situations, which will be reported to Food and Farm Service's Central Office Registered Dietitian. Refer to GDC Standard Operating Procedure (SOP) 409.04.07, Emergency Feeding Plan/Mobile Field Kitchen.
- C. Prior to any product being prepared, the Food Service Director, Manager, or Supervisor in charge will provide and explain time schedules, recipes, and cook's worksheets to all food service workers to ensure proper preparation and presentation techniques are used.

**II. Authority:**

- A. O.C.G.A. §42-2-11(d);
- B. Ga. Comp. Rules & Regulations: 511-6-1, *et seq.*;
- C. GDC SOPs: 227.02 Statewide Grievance Procedure, 409.04.01 Introduction, 409.04.02 Master Menu and Recipes, 409.04.04 Cook's Worksheet, Portion Control, and Leftovers, 409.04.07 Emergency Feeding Plan/Mobile Field Kitchen, 409.04.27 Food Service Hazard Analysis Critical Control Point (HACCP) Plan, and 409.04.28 Alternative Entrée Program; and

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D. ACA Standards: 2-CO-4C-01, 5-ACI-5C-02, 5-ACI-5C-15, 4-ACRS-4A-04, 4-ACRS-4A-05, 4-ACRS-4A-06, 4-ACRS-4A-07, 4-ACRS-4A-08, 4-ALDF-4A-02, 4-ALDF-4A-05, and 4-ALDF-4A-17.

**III. Definitions:**

- A. **Daily Requisition Sheet** - Computer-generated report from the Food Service Computer System listing quantities of food items needed from inventory for meal preparation. Attachment 1 to this SOP, Daily Requisition Sheet, may be used if a computer-generated report cannot be made available.
- B. **Potentially Hazardous Foods** - Any perishable food which has an ingredient such as milk, eggs, meat, poultry fish, shellfish, or other potentially hazardous ingredients capable of supporting rapid and progressive development of microorganisms.

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

A. Food Preparation:

1. The Daily Requisition Sheet shall be generated from the Food Service Computer System a minimum of one day prior to the date on which meals shall be served, but not more than five days in advance due to possible menu changes.
2. All food and supply items shall be requisitioned and available for preparation. This includes any food items previously thawed under refrigeration.
3. Food shall be prepared under sanitary conditions using suitable equipment. Surfaces and equipment used for food preparation must be cleaned, rinsed, and sanitized before each use to prevent cross-contamination.

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4. Raw fruits and vegetables shall be thoroughly washed with clean water before cooking or serving.
5. The following Potentially Hazardous foods shall be cooked to an internal temperature of 135°F or above unless otherwise noted below:
  - a. Poultry products should be cooked to 165°F;
  - b. Pork or any food containing pork should be cooked to at least 155°F; and
  - c. Ground beef should be cooked to a minimum internal temperature of 155 - 160°F for 15 seconds. Thermometers must always be available for testing internal temperatures.
6. Cold foods should be kept at 41°F or below.
7. The accumulated amount of time food remains in the temperature danger zone (41°F to 135°F) shall not exceed four hours.
8. Foods such as turkey, chicken, fish, ground beef, and pork need to be handled properly as they are potentially hazardous and promote fast bacteria growth. These food items should be prepared and served on the same day when at all possible.
9. Reconstituted dry milk and dry milk products may be used in instant desserts and whipped products, or for cooking and baking purposes. The facility's food service staff is not to reconstitute dry milk and serve it as a beverage because of the potential for contamination during reconstituting and dispensing of such products.
10. Potentially Hazardous Foods such as milk products, eggs, meat, poultry, fish, shellfish, and any other products that require refrigeration after preparation

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should be placed in shallow four-inch pans or placed on sheet pans to allow air circulation. All items should be covered and dated. The foods should be cooled to an internal temperature of 41°F or below within six hours. Allowable time for chilling must be reduced if food has already spent time in the temperature danger zone (41°F to 135°F).

11. When Potentially Hazardous Foods are to be served hot after being previously cooked and refrigerated, they shall be reheated rapidly to an internal temperature of 165°F for 15 seconds throughout before being served. Steam tables, warmers, and similar hot food holding equipment are not to be used for heating Potentially Hazardous Foods. Foods that cannot be reheated to 165°F cannot be retained as leftovers. Refer to SOP 409.04.27 Food Service HACCP Plan.
12. Food service staff will use thermometers to ensure the attainment and maintenance of proper internal cooking, holding, and refrigeration temperatures of all Potentially Hazardous Foods.
13. Food service staff will adjust cooking times to ensure that Potentially Hazardous Foods are not prepared or placed on the serving line more than one hour prior to serving.

**B. Food Service:**

1. All serving lines and counters must be cleaned and sanitized.
2. All milk should be served in its original container.
3. All prepared foods are to be transferred to properly sized serving pans.

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4. Roasting pans will not be used on serving lines. Items prepared in sheet pans, such as pie or cake, shall be placed in holding equipment during service and removed to the serving line as needed.
5. All menu items should be taste-tested by a food service employee prior to service.
6. Correct serving utensils should be available and food items properly arranged.
7. All hot foods should be 135°F or above and all cold foods should be 41°F or below. Temperatures shall be checked using a food thermometer. Temperatures must be checked and recorded times during service and recorded on Attachment 2, of SOP 409.04.27.
8. GDC employees should demonstrate the correct food portion of each menu item to offender food servers by placing the proper portion of each food item in the sample tray.

**C. Transportation of Food:**

1. Potentially Hazardous Foods shall be maintained at 41°F or below for cold foods and 135°F or above for hot foods during transportation of bulk food to alternate feeding locations.
2. Food and food utensils shall be kept in covered containers by being completely wrapped or packaged in such a way that will protect food from contamination and spoilage during transportation.
3. Foods in their original, individual packages do not need to be covered or over-wrapped if the original package is not torn or broken.

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4. The Food Service Director, Manager, or Supervisor shall be present when trays are prepared, and carts are being loaded.

**D. Tray Service:**

1. When trays are prepared for diets, isolation, infirmary, segregation, etc., proper tray service procedures must be observed in each facility. Alternative Entrée trays should follow the guidelines specified in SOP 409.04.28, Alternative Entrée Program.
2. Trays are to be clean and free of excess food particles, cuts/chips, graffiti, stains, etc. All damaged trays are to be replaced immediately.
3. When two or more trays are transported, they are to be strapped together and no more than seven trays high.
4. Proper food temperatures include plating hot foods at 135°F or above and plating cold foods at 41°F or below. The temperature of food shall be recorded by a Food Service Supervisor prior to the shipment of the trays and by the staff member receiving the trays for service. The record of temperatures will be filed with the Daily Food Service Packet.
5. Slots for food will contain the same food items in all trays (i.e., vegetables in small compartment, meats in the large compartment, etc.) when preparing several trays.
6. Exceptions from the regular menu, such as approved medical diets and Alternative Entrée Program meals, require special consideration. Upon receipt of tray requirement notice, the amount needed shall be sent to the designated feeding areas. Each tray shall be labeled with the name of the offender, diet order, and destination to ensure proper delivery.

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7. Food Service Staff shall supervise the plating of trays during service to ensure the correct food items and portion sizes are provided to all.
8. Meals shall be served in a manner that limits regimentation, if tray service accommodations may be made for safety and security purposes.

**E. Record Keeping:**

1. Serving line and tray line temperatures will be checked and recorded using Attachment 2, of SOP 409.04.27, HACCP.
2. All feeding units must maintain feeding schedules to ensure the time lapse between the evening meal and breakfast meal will not exceed 14 hours during each 24-hour period.

**F. Alternative Meals:** All Alternative Meals are to be requested, reviewed, approved, and prepared in accordance with SOP 409.04.28 Alternative Entrée Program.

**G. Grievances:**

1. Any grievances pertaining to food service shall be processed through the Facility Grievance Coordinator per SOP 227.02. The local Food Service Director or their designee should be consulted when addressing matters regarding food service.
2. Food and Farm Services Central Office Registered Dietitian is responsible for items or recipes on the Master Menu. Suggestions for modifications to the Master Menu may be submitted to Food and Farm Services Central Office Registered Dietitian for consideration. Grievances pertaining to items or recipes on the Master Menu shall be addressed per SOP 227.02.

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**V. Attachments:**

Attachment 1: Daily Requisition Sheet

**VI. Record Retention of Forms Relevant to this Policy:**

Upon completion, Attachment 1 of this SOP shall be maintained in Food Service for one year in an active file and five (5) years in an inactive file, then destroyed.