

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Cook's Worksheet/Portion Control/Leftovers

Policy Number: 409.04.04

Effective Date: 4/27/2021

Page Number: 1 of 5

Authority:
Commissioner

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

Access Listing:
Level I: All Access

I. Introduction and Summary:

To establish and outline portion control methods for implementation at all Georgia Department of Corrections (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. GDC Standard Operating Procedures (SOPs): 409.04.01 Introduction and 409.04.27 Food Service HACCP Plan; and
- B. ACA Standard: 2-CO-4C-01, 5-ACI-5C-03 (ref. 4-4315), 4-ALDF-4A-06, and 4-ACRS-4A-01.

III. Definitions:

- A. **Cook's Worksheet** - A computer generated listing of the Master Menu for a specified day. If computer generated, it will contain information on portion sizes, recipe numbers, number of meals to be served, etc., otherwise, it will contain blanks for manual entry of this information. Refer to Attachment 2, Cook's Worksheet.
- B. **Portion Control Guide** - A list of weights, measurements, and common equivalents.
- C. **Food Service Computer System** - The software program used to manage GDC food service operations.
- D. **Progressive Cooking** - The practice of opening and preparing food items as needed during the serving of a meal.
- E. **Potentially Hazardous Foods** - Any perishable food that has an ingredient such as milk or milk products, eggs, meat, poultry, fish, shellfish or other ingredient capable of supporting rapid and progressive development of microorganisms.

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IV. Statement of Policy and Applicable Procedures:

A. Cook's Worksheet:

1. Users of the Food Service Computer System shall use the computer to generate a computerized Cook's Worksheet for each day. All information printed at the top of the worksheet shall be verified for accuracy before proceeding.
2. If not using the Food Service Computer System due to computer failure, Attachment 2, Cook's Worksheet shall be prepared each day by making entries as described below:
 - a. Name of facility;
 - b. Current date;
 - c. Day of week; and
 - d. Menu cycle (Week A, B, C, or D).
3. The number of meals to prepare shall be calculated using trend information from sundown count and daily meals/snacks served and shall be differentiated as follows:
 - a. Breakfast;
 - b. Lunch;
 - c. Supper;
 - d. Pack outs;

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- e. Medical Diets; and
 - f. Snacks.
4. All food items as listed in the Master Menu will be printed on the Cook's Worksheet for each meal.
 5. The Food Service Director or designee shall write the name of the person assigned to prepare each food item listed. The Food Service Director shall provide the time to start the preparation of each food item.
 6. The Food Service Director shall calculate or check quantity to be prepared of each food item per feeding strength and ensure quantities are entered in pounds, cans, etc.
 7. The Food Service Director or designee shall check recipe number and recipe note(s) from the Master Menu.
 8. The Food Service Director or designee shall indicate if leftovers from previous meals are to be used or discarded.
 9. The Food Service Director or designee shall write special instructions to food service personnel to provide guidance in the preparation of food items.
 10. The Cook's Worksheet shall be reviewed and signed by the Food Service Director or designee before posting for kitchen personnel. The worksheet shall be kept on file as part of the daily food packet. Refer to SOP 409.04.01 Introduction.

B. Portion Control:

1. The Food Service Director or designee shall prepare one sample meal tray on

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each serving line to demonstrate correct portions to be served per the Master Menu. Refer to Portion Control Guide for weight and measure equivalents on Attachment 1, Portion Control Data Guide.

2. The Food Service Director or designee shall ensure all food items and all serving utensils required per the Master Menu are available for serving line personnel.
3. The Food Service Director or designee shall portion food items in the sample meal tray, record temperature of foods, cover tray with film or lid and record date and meal. Food temperatures shall be recorded on Attachment 2, Food Temperature Log of SOP 409.04.27. The sample tray shall be placed under refrigeration for 72 hours.
4. The Food Service Director or designee shall record any leftovers, shortages, and any other pertinent information regarding meal service on the Cook's Worksheet in the columns provided or the area designated for special instruction.

C. Leftovers:

1. Potentially Hazardous Foods shall not be retained for leftovers if the food was held on the serving line, transferred to an alternative feeding location, or the food temperature remained in the temperature danger zone (41° F to 135° F).
2. Food considered leftovers are to be reheated one time only.
3. Leftovers shall be stored in containers with the greatest surface area possible and shall be spread in shallow pans three to four inches (3-4") in depth.

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4. Leftovers shall be covered tightly and labeled with a description of the product and date of preparation. Leftovers shall be used within 48 hours.
5. There shall be minimal leftovers if Progressive Cooking is practiced and the proper product quantities are used and provided.
6. Food storage, preparation and serving will comply with the standards and procedures in SOP 409.04.27 Food Service HACCP Plan.

D. Meal Counts:

1. Daily Meal Counts shall be entered into to the Food Service Computer System to record the amount of meals, pack outs, medical diets, and diet snacks prepared and served.
2. A Monthly Meal Count Report shall be maintained in Central Office to reflect the total number of meals, pack outs, medical diets, and diet snacks prepared and served.

V. Attachments:

Attachment 1: Portion Control Data Guide

Attachment 2: Cook's Worksheet (non-computerized) Note: For use in emergency situations only.

VI. Record Retention of Forms Relevant to this Policy:

Attachment 1 shall be maintained locally for reference until obsolete or replaced, then destroyed. Attachment 2, of this SOP, shall be maintained locally within Food Service along with Attachment 2 of SOP 409.04.27 for one (1) year in an active file and five (5) years in an inactive file, and then destroyed.