

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Inventory/Food Costing/Food Service Computer System

Policy Number: 409.04.15

Effective Date: 4/27/2021

Page Number: 1 of 7

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 Subdivision to establish and outline the procedures for food service inventory control of all supplies received, issued, processed, and consumed at Georgia Department of Corrections (GDC) State Prisons and Centers which operate kitchens for preparation of the GDC Master Menu. Exceptions may include contracted food service operations.

II. Authority:

- A. GDC Standard Operating Procedure (SOP): 409.04.10, Sanitation; and
- B. ACA Standards: 2-CO-4C-01, 5-ACI-5C-02 (ref. 4-4314), and 4-ALDF-4A-05.

III. Definitions: None.

IV. Statement of Policy and Applicable Procedures:

A. Inventory:

1. Inventory includes all food and supply items stored in the facility's main warehousing, including refrigeration, freezer, and dry storage areas. Inventory shall consist of an actual count or weight of each item.
 - a. All items will be stored, where feasible, in the stock number shown in the Food Service Computer System Inventory or Master List Report. Items that contain labels indicating contents and date of production will be placed in a position to be easily viewed to ensure proper first in/first out (FIFO) rotation of stock.
 - b. Each item shall be counted and weighed, where applicable. The unit of issue is determined by Food and Farm Services Central Office. The unit of issue for each item is indicated on the computerized Inventory Report in the unit of issue column.

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Examples of unit/sub-unit of issue are:

Stock #	Description	Unit of Issue
16-105045	Chicken, Salami	LB/LB
62-000043	Sugar, White 6/10 lbs.	BL/CT
70-800050	Lettuce, Fresh (LCP)	LB/LB
70-800432	Oatmeal Crème LF Snack	CS/BX
81-200110	Broom, corn, HD	DZ/CT

Note: If a sub-unit is indicated on the warehouse requisition, it should not be rounded to a full case.

2. All issues and receipts must be posted to the computer no later than 2:00 p.m. each day. Kitchen returns must be posted no later than 10:00 a.m. the next day.
 3. The Food Service Director or their designee shall daily spot check at least 10 items in the warehouse and compare to the computer inventory. Attachment 1, Inventory Spot Check Form shall be used and kept on file. Issues/Receipts shall be backtracked to the date of actual issue/receipt. Inaccurate computer inventory should be corrected immediately upon approval.
 4. The Food Service Operations Advisor shall use Attachment 1, Inventory Spot Check Form to check at least 10 high use items in the warehouse and compare to the computer inventory during their monthly visit to the facility. This form should be submitted for review to the State Food Service Administrator attached to Attachment 2, Monthly Food Service Assessment, of SOP 409.04.10, Sanitation.
- B. Monthly Food Service Cost/Usage Report - This report is maintained in Central Office and reflects monthly food and supply item quantities received, stored, and

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issued to each facility to determine an average daily food cost per offender. This information can be utilized to calculate the average cost per meal per offender. This report also reflects beginning inventory, all receipts (including local purchase, farm, and Food Distribution Unit (FDU) warehouse), ending inventory, and unit price.

1. The Unit Issued/Used column of the Cost/Usage Report will consist of all food entries of kitchen issues with kitchen returns and surveyed items for a calendar month (1st through 31st) subtracted. The computer will calculate the cost usage and extend the cost to the applicable columns (e.g.: farm items, FDU warehouse items, and local purchase items). Supply items shall be listed separately and include a separate total supply cost.
2. The grand total column of all items issued shall equal the combined total of the Farm Cost, Warehouse (FDU) Items (including supplies), and Local Purchase columns. The Food Cost Summary Report is available for printing on demand in the Food Service Computer Software System by each facility. This report reflects the money spent in categorized expenses such as Outside Purchases, Farm Items, and Supplies. This report also includes an average monthly food cost and percentage of farm product usage at each facility.
3. In order to receive a shipment, each facility must complete a physical inventory on the date specified by the Food and Farm Central Office and immediately reconcile with the Food Service Computer Software System. Physical inventory shall consist of all items on-hand with issues for the day subtracted.
4. The Food Computer Inventory System shall be reconciled to the physical inventory the same day to reflect kitchen issues/returns for dates of actual menu usage.

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5. Posting of all issues and receipts to the Food Service Computer Inventory system must be done on a daily basis to ensure proper quantity shipments from FDU and accurate on-hand inventories for budget projections.
6. 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. A thoroughly completed survey form should be faxed to Food and Farm Services Central Office as soon as possible to maintain accurate inventory.
7. Physical inventory reports shall be certified by the Food Service Director and placed on file for six (6) years.
Each Food Service Director is responsible for daily food cost at their assigned facility and shall monitor this information utilizing the Food Service Computer System daily.

C. Scheduling of Inventory:

1. Deadlines are imperative in order to provide all GDC feeding units with food and supply items on a timely basis. A shortage, delay, or a partial shipment of food/supply items will result if the daily posting is not completed. Daily posting shall be completed by 2:00 p.m. each day.
2. Physical inventory and reconciliation must be completed on the day established by the Food Operations Advisor.
3. Daily issues/returns must be posted to the Food Service Computer Inventory System to ensure proper inventory quantities are sent by FDU to each facility.
4. A computerized Food Physical Inventory Count Form, reflecting the actual physical inventory taken for the month shall be maintained on file for six (6) years at the facility. This report will allow a comparison between the

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reconciled computer inventory at the end of a workday and the actual physical inventory.

D. Manual Record-Keeping:

1. All food and supply items received, stored, issued, and consumed by a feeding unit shall be accounted for daily. In the event a computer is unavailable; some form of manual recordkeeping shall be maintained. The manual recordkeeping shall include the following:
 - a. Name of the item and stock number as determined by the Food and Farm Services Central Office;
 - b. The amount received and the date of receipt;
 - c. The amount issued and the date of issue; and
 - d. Balance on hand after each receipt and/or issue of each item.
2. As an item of stock is issued to the kitchen, this amount (weight or count) shall be deducted from the previous balance on hand. Kitchen issues or returns should only be done for dates when there was actual usage called for by the Master Menu. A return should never exceed the quantity issued.
3. As an item of stock is received in the warehouse, this amount shall be added to the previous balance on hand.
4. On any given date, the on-hand balance on the Food Service Computer System or stock record card should equal the actual physical inventory.

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E. Survey Forms:

1. When food service inventory is disposed of, a survey form must be signed and completed the day the item is found not consumable. The original form shall be emailed to Food and Farm Services Central Office immediately to ensure data entry and inventory deduction. A copy shall be retained for six (6) years in the Food Service Office in each facility
2. The total monthly dollar amount on the form(s) must match any adjustments made in the Food Service Computer System by the data entry person. The unit cost for each stock item can be found by Inquiry of the Food Inventory Record. The quantity of each item surveyed must be deducted from the balance on hand at the date of the survey. Inventory Stock Record Info and Transaction History Report shall reflect the dollar amount of the surveyed item.
3. Recall surveys shall indicate Recall by Food and Farm Services Central Office.

F. Food Service Computer:

1. Each facility should have at least two (2) employees trained on the Food Service Computer System. Food Service Computer System training will be offered by Food and Farm Services Central Office. Feeding facilities should contact the Food and Farm Services Central Office for scheduling of personnel. Costs incurred during training shall be the responsibility of the feeding facility.
2. The Food Service Computer System requires daily input of food issues/returns/receipts. This includes daily input on weekends and holidays.

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3. Procedures for using the Food Service Computer Inventory System can be obtained from Food and Farm Services Central Office by request.

V. Attachment:

Attachment 1: Inventory Spot Check Form

VI. Record Retention of Forms Relevant to this Policy:

Upon completion, Attachment 1 shall be maintained in the local food service office for one (1) year and then in an inactive file for five (5) years, then destroyed.