

<p style="text-align: center;">GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures</p>		
Policy Name: Staff Dining Food Preparation and Service		
Policy Number: 409.04.31	Effective Date: 10/24/17	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 Services Subdivision to establish and outline standard operating procedures for food preparation and service at State Offices' Rutland Cafeteria and any other Georgia Department of Corrections (GDC) facilities where staff dining services are located.

II. Authority:

- A. Ga Comp. R & Regs. 125-4-3-.01, *et seq.*;
- B. GDC SOPs 409.04.02 Master Menu and Recipes, 409.04.27 Food Service Hazard Analysis Critical Control Point (HACCP) Plan and 409.04.32 Staff Dining Health and Safety Regulations/Inspections; and
- C. ACA Standard: 2-CO-4C-01.

III. Definitions:

- A. **Hazard Analysis Critical Control Point (HACCP) Plan** - A process that uses a combination of proper food handling procedures, monitoring techniques, and record keeping to ensure food safety.
- B. **Potentially Hazardous Foods** - Any perishable food which has an ingredient such as milk, eggs, meat, poultry fish, shellfish, or other potentially hazardous ingredient capable of supporting rapid and progressive development of microorganisms.
- C. **Proper Refrigeration** - 41°F or below.
- D. **Perishable Foods** - Any food item that easily spoils, decays, or breaks down quickly.
- E. **Time and Temperature Abuse** - Food that remained at a temperature favorable for microbial growth for an extended period of time. Food should not remain between 41°F and 135°F for more than four (4) hours.

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IV. Statement of Policy and Applicable Procedures:

Staff dining services are provided to employees, visitors, and training participants at select GDC facilities. Staff dining operations are operated by a combination of Georgia Correctional Industries (GCI) staff members, GDC staff members, and offender workers.

A. Food Preparation:

1. The Food Service Director, Manager, or Supervisor in charge should provide and explain time schedules, recipes, and cook's worksheets prior to food preparation. Proper planning ensures the appropriate preparation and presentation techniques are used.
2. All foods prepared at staff dining locations shall be in accordance with the approved Master Menu and accompanying recipes as described by GDC SOP 409.04.02 Master Menu and Recipes. 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.
4. Raw fruits and vegetables shall be thoroughly washed with clean water before cooking or serving.
5. All frozen foods will be thawed under Proper Refrigeration or submerged under cold running water at or below 70°F.
6. Foods such as turkey, chicken, fish, ground beef and pork need to be handled properly as they are Potentially Hazardous Foods and promote fast bacterial growth. These food items should be prepared and served the same day when at all possible.
7. All foods should be prepared in small batches. Items not immediately cooked according to a recipe should be returned to the appropriate storage unit. Food Service Directors, Managers and Supervisors shall adjust cooking times to

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ensure that food items are not prepared or placed on serving lines more than 1 hour prior to serving.

8. All food must be cooked to the proper temperature according to type. Final cooking temperature will be recorded on Attachment 2, Food Temperature Log of SOP 409.04.27 Food Service Hazard Analysis Critical Control Point (HACCP) Plan.
 - a. Potentially hazardous foods shall be cooked to an internal temperature of 135°F or above.
 - b. Poultry products should be cooked to 165°F.
 - c. Ground beef should be cooked to a minimum internal temperature of 155°F for 15 seconds. Farm Beef is an exception to this as it contains chicken and should be cooked to 165°F.
 - d. All leftover foods must be reheated to 165°F for 15 seconds and may only be reheated once.
9. Food Service Directors, Managers, and Food Service Supervisors will use thermometers to ensure the attainment and maintenance of proper temperature. Food temperature should be monitored at all stages of storage, preparation, service, and cooling to ensure proper techniques are observed.
 - a. Cold food items will be stored under refrigeration, in coolers, or insulated food holders and shall be maintained at a temperature of 41°F or below.
 - b. Cooked food items that are to remain hot will be moved to food warmers or insulated food holders immediately and shall maintain a temperature of 135°F or above.
 - c. Immediate corrective action must be taken if at any point food temperature rises above 41°F or falls below 135°F. Food that remains above 41°F or below 135°F for more than 4 hours should be discarded.

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B. Food Service:

1. All serving lines and counters must be cleaned and sanitized and all menu items should be taste-tested by a Food Service employee prior to service.
2. All foods prepared shall be transferred to properly sized serving pans. 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 or individually plated during service and removed to the serving line as needed.
3. Correct serving utensils should be available and food items properly arranged. All hot foods must be inserted into a hot well on the serving line. All cold foods must be inserted into a cold well on the serving line or in an iced container or other cold holding unit. No more than one pan of any item should be on the serving line at a time; all additional pans should be held in food warmers, refrigerators, or insulated food carriers until the item is needed.
4. All hot foods should be held a temperature of 135°F or above and all cold foods should be held at a temperature of 41°F or below. Temperatures shall be checked using a food thermometer and recorded on Attachment 2, Food Temperature Log, of SOP 409.04.27 Food Service Hazard Analysis Critical Control Point (HACCP) Plan during service. Corrective action must be taken immediately if at any time food temperatures rise or fall into the temperature danger zone during the food holding or serving process. Food temperatures will be recorded for all food items during the following stages:
 - a. At the completion of the cooking process (Final Cooking Temp);
 - b. Halfway between placement of food in holding container and beginning of meal service (Holding Temp);
 - c. At the beginning of meal service (Start of Service Temp);
 - d. Halfway between beginning and end of meal service (Mid-Service Temp); and

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e. At the end of meal service (End of Service Temp).

C. Customer Sales and Transactions:

1. The quantity of food and supply items received, stored, and issued at each facility will be tracked and maintained using the Transaction History Report printed from the Food Service Computer Inventory System.
2. All customer sales transactions will be tracked using the approved Point of Sale (POS) system. All food and beverage items sold will be entered into the POS system at the time of each sale.
3. A Sales Report shall be printed daily to demonstrate total food and beverage sales, transactions and their type, method of payment, etc. Food Service Directors are responsible for food cost at their assigned institution and shall use this report to assist with budget maintenance and projection.
4. An income statement shall be printed and maintained daily at Food and Farm Services Central Office to demonstrate net sales, cost of goods sold, and other operating expenses for the day. A consolidated balance sheet of all staff dining locations shall be reviewed and maintained daily at Food and Farm Services Central Office. A monthly Profit and Loss Statement will also be maintained at Food and Farm Service Central Office for comparison of net sales and expenses at each staff dining facility.

D. 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 when food is being transported in bulk to alternate feeding locations.
2. Food and food utensils shall be kept in covered containers or completely wrapped with plastic film to protect against contamination and spoilage during transportation. 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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3. The Food Service Director, Manager, or Supervisor shall be present when food is being prepared for transport.

E. Food Leftover:

1. Food items being retained as a leftover must be handled as outlined in recipe instructions. HACCP guidelines specified on food service recipes must also be followed.
2. All foods shall be placed in shallow pans and placed under Proper Refrigeration immediately following service or use.
3. Leftovers shall be covered tightly and labeled with the product description and date of preparation. All leftovers must be used within 72 hours.
4. All cooked food items retained as a leftover must be below 70°F within two (2) hours and 41°F or below within 6 hours from the time in which temperature was recorded at the end of meal service.
 - a. Temperature of food two (2) hours after meal service must be recorded on Attachment 2, Food Temperature Log of SOP 409.04.27 Food Service Hazard Analysis Critical Control Point (HACCP) Plan.
 - b. If the temperature of food is not below 70°F 2 hours after meal service, food must be reheated to an internal temperature of 165°F, and the process must begin again. The food must be discarded if the item cannot be reheated to 165 °F.
5. If Food Service Staff is not on duty to record the temperature of leftovers at the two (2) or six (6) hour interval after the evening meal, Food Service Staff must record the temperature of leftovers as their last duty of the day. If food is not projected to be at 70°F in two (2) hours or below 41°F at the six (6) hour mark, corrective action must be taken prior to leaving for the day.
6. Potentially Hazardous Foods should not be retained for leftovers if the food was transferred to an alternate feeding location, or the temperature fell into the temperature danger zone (between 41°F and 135°F) for more than 4 hours.

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7. All leftovers must be reheated to 165°F for 15 seconds. Leftovers may only be reheated once, therefore if leftover food items are to be incorporated into a new food product then the entire product cannot be used as a leftover and must be discarded after service. It is not a recommended practice to incorporate leftover food items into newly prepared items.
8. There should be minimal leftovers if progressive cooking methods are utilized.

F. Food Safety:

1. Each facility must keep a certified Food Safety Manager on staff at all times. If the certified Food Safety Manager must be away from the facility the Food Service Director must appoint someone to ensure HACCP Plan is followed and all aspects of the food safety program are met.
2. All Food Service Staff and offenders must ensure that the utmost care is taken to maintain clean and sanitary facilities. Please refer to SOP 409.04.32 Staff Dining Health and Safety Regulations/Inspections.

V. Attachments:

None.

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

None.