

Food Services and Safety Compliance

2302.1 HEALTH COMPLIANCE

Food Services staff and workers will comply with all applicable federal, state and local health laws and regulations to provide for adequate health and safety protection for staff, visitors and inmates.

- (a) All food service employees involved in the preparation or handling of food shall be required to pass a pre-employment medical examination.
 - 1. Pre-employment medical examinations will be conducted by qualified medical staff employed by, or under contract with, the County Health Care Agency (HCA).
- (b) Every inmate worker assigned to preparing or handling food will be required to pass a thorough medical examination. Correctional Health Services (CHS) will conduct the examination. Satisfactory results of the examination must be received by CHS prior to the inmate being allowed to work in Food Services.
- (c) The Senior Head Cook and Head Cook on each shift will monitor the staff and inmate workers ensuring that good health and cleanliness prevails at all times in the kitchen.

2302.2 PERSONAL HYGIENIC REQUIREMENTS FOR FOOD HANDLERS

- (a) The Food Services Supervisor will ensure all food handlers working in Food Services will employ hygienic food handling techniques. Workers will use appropriate preparation and service devices as designated by the Supervisor (e.g., tongs, ladles, gloves, etc.).
- (b) Staff and inmate workers will wear clean, washable jail issued clothing that is in good condition.
- (c) Hands will be washed:
 - 1. Upon reporting to work.
 - 2. After using toilet facilities.
 - 3. After picking up items from the floor.
 - 4. After handling garbage or refuse.
 - 5. Following any other unsanitary function.
- (d) Hands will be kept as clean as possible. Fingernails will remain clean, and gloves will be worn when handling food or serving food with utensils.
- (e) Smoking is prohibited in any Jail Operations facility.
- (f) Hair nets and/or caps will be worn when directed by the supervisor.
- (g) Inspections of staff and workers will take place at the beginning of each shift. The supervisor will ensure the absence of illness/infection and adherence to sanitation and dress code requirements.

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2302.3 AREA AND EQUIPMENT SAFETY INSPECTIONS

- (a) Daily inspections by Food Service supervisory staff will be conducted. They will ensure that functions are carried out under acceptable sanitary and safe conditions while maintaining compliance with codes, regulations and standards.
- (b) Malfunctioning equipment will be reported to the Food Service Manager, who will ensure necessary repairs are requested and/or completed.
- (c) Inmate workers will be prohibited from operating certain equipment as identified by the Food Service Manager. All staff members will monitor these prohibitions.
- (d) At all times, work areas will be kept clean and in a sanitary condition, free of health and safety hazards.
- (e) The facility kitchen will comply with all structural and equipment standards mandated in the codes that are designated to protect the health and safety of staff, visitors and inmates.
- (f) Control of cutlery and utensils will be maintained according to directives of the Food Service Manager.
- (g) The Food Service Manager will establish a method of daily accountability for all cutlery and utensils.
 - 1. Any unaccounted for cutlery will immediately be reported to the Sergeant and/or Watch Commander.
- (h) HCA will monitor Jail Operations kitchens by way of periodic inspections.

2302.4 FOOD SERVICES PERSONNEL TRAINING

- (a) The Food Services Manager will conduct periodic training, demonstrations and observations in proper sanitation/hygienic/safety techniques.
- (b) Specified staff will train in the use of equipment. Staff will be responsible for the supervision of the inmates and their use of the equipment.
- (c) All staff members will complete the Custody Orientation for Professional Staff course within (90) days of their assignment/employment start date, with a refresher course completed every two years.
 - 1. The Jail Compliance and Training Team (JCATT) will maintain the Custody Orientation for Professional Staff course and disseminate it to Food Services personnel.