



STATE OF ALASKA DEPARTMENT OF CORRECTIONS  POLICIES & PROCEDURES	SECTION: Institutions		PAGE: Page 1 of 6
	CHAPTER: 805	NUMBER: 805.02	P&P TYPE: Public
	TITLE: Food Service Safety And Sanitation		
	APPROVED BY:  Dean R. Williams, Commissioner		DATE: 04/19/18
ATTACHMENTS / FORMS: (A.) Food Service Inspection Log. (B.) Monthly Food Service Inspection Log.		AUTHORITY / REFERENCES: 18 AAC 31 AS 33.16.180 22 AAC 05.115 AS 33.30.011 22 AAC 05.155 AS 33.30.021 22 AAC 05.180 (b) AS 44.28.030 AS 33.05.010	

POLICY:

- I. It is the policy of the Department of Corrections (DOC) to have in place procedures to ensure the safety and sanitation of the food service programs at each institution, based on applicable state and federal codes.
- II. It is the policy of the Department to include inspections of the food service areas within each institution as part of the safety and sanitation aspect of the food service programs.
- III. It is the policy of the Department that each institution’s Food Service Manager (FSM) shall develop and provide food service personnel with Standard Operating Procedures (SOP) for accident prevention. Food Service Managers may familiarize food service personnel with these procedures through monthly meetings, posted memorandums, training sessions, and orientation of new food service personnel.

APPLICATION:

This policy and procedure will apply to all Department employees and prisoners working in food service areas or as food service personnel.

DEFINITIONS:

As used in this policy, the following definitions shall apply:

Food Service Manager (FSM):

The Food Service Manager is responsible for the operation and oversight of the food service program at an institution. At times the operation of the food service program may be conducted by the Food Service Supervisor, Food Service Foreman or Food Service Lead under the authority of the Food Service Manager. Thus references to the FSM below shall also include the Food Service Supervisor, Foreman or Lead.

Food Service Personnel:

Food service personnel shall include all DOC staff employed in an institution’s food service program as well as any prisoners employed in, assigned to, or helping with an institution’s food service program.

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PROCEDURES:

I. Safety:

General safety guidelines for FSMs include:

A. Handling of Supplies:

When handling or storing supplies, food service staff and prisoners must:

1. Use proper lifting techniques.
2. Keep storeroom floors clean and dry and all aisles in storage areas properly lit and clear of obstructions.
3. Use a ladder for removing all items from shelves over six (6) feet high. Place heavy supplies on lower shelves. Do not store any item within 18 inches of ceilings or sprinkler heads. Shelves must be strong and in good condition.
4. Store insecticide, cleaning supplies and materials, and other contaminants in a room separate from food supplies. Label all compounds such as bleach, soap, and pest control items.
5. Close doors and equipment drawers.

B. Food Preparation:

Each FSM shall show food service personnel how to properly handle and use knives and mechanical equipment while preparing food. The FSM also shall ensure that food service personnel keep their work area clean while preparing food. General guidelines include:

1. Knives:

Show personnel how to use, sharpen and clean knives. All knives must be cleaned and sanitized after each use, and returned to their proper storage area.

2. Mechanical Equipment:

Show personnel how to clean and operate all mechanical equipment, including safety devices and / or guards:

- a. FSMs must ensure that safety devices stay in good condition. Persons observing personnel not using safety devices or guards shall report violations to the FSM immediately.
- b. Personnel shall report all defective equipment, including worn or frayed electrical cords, to the FSM. Only qualified persons cleared through maintenance personnel may install or repair mechanical equipment.

3. Work Areas:

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All floors in the work area must remain free of grease, spills and food. Staff shall wipe up spills immediately and post signs or notices when floors are wet.

C. Cooking and Baking:

The FSM shall show personnel how to use cooking and baking equipment. General safety practices include:

1. Keeping equipment clean and in proper working condition. Personnel shall report any problems with equipment to their supervisor immediately;
2. Familiarizing personnel with proper usage and storage of all equipment;
3. Proper handling of hot utensils, pans and foods; and

D. Serving Food:

1. The FSM shall instruct personnel to dress appropriately, promptly cleanup spills, and warn others when carrying hot foods (especially when replacing steam table pans or passing behind others.) FSMs shall show personnel how to change steam table inserts properly to avoid steam burns.
2. Double swinging doors between the kitchen and serving areas should be marked IN and OUT.

E. Dishwashing:

The FSM shall show personnel how to properly: stack plates, eating utensils and trays; wash pots in the sink; maintain work areas around the sink; and prevent burns from hot water and steam from opening the dish washing machine.

F. Fire Prevention:

The following guidelines apply to all food service personnel:

1. Aisles must be clear and free of trash and debris;
2. Greasy or soiled rags should be disposed of according to kitchen policy immediately after use;
3. All equipment must be clean and free of grease, including grills, ovens, hoods, and filters. Store fats away from flames. NEVER add water to hot fat;
4. Anyone who smells gas should notify their supervisor immediately, who will then notify maintenance and security personnel immediately. Maintenance and security personnel will coordinate evacuation and ventilation procedures;
5. Maintenance personnel must close and label switchbox and high voltage boxes. Personnel should report all maintenance issues to their supervisor who will then report any issues or defective wiring to maintenance personnel;

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6. The FSM or designee shall hold fire drills according to the institution's fire drill schedule. Staff should know the location of all fire exits, fire alarms and extinguishers; and
7. The procedures to follow in case of an actual fire or emergency must be provided to all personnel.

G. Physical Plant:

The Department shall comply with the following guidelines:

1. All food preparation surfaces and equipment or utensil washing stations must have adequate lighting;
2. All light fixtures located in the vicinity of food storage, preparation, cleaning, or service areas must have protective shields to prevent broken glass from falling into food;
3. Mechanical ventilation must be installed, cleaned and operated according to law to keep food areas free of excessive heat, steam, vapors, obnoxious odors and smoke. Free standing fans and intake / exhaust air ducts must be used to prevent dust, dirt, and other contaminating materials from entering food service preparation, serving, and storage areas; and
4. Food service personnel must have access to toilet and wash basin facilities close to the food service area.

H. First Aid Training / Accident Reporting:

The FSM or designee shall ensure all food service personnel receive first aid and accident reporting procedures and training. The FSM or designee shall maintain up to date records for food service personnel in first aid training and accident reporting procedures.

II. Sanitation:

A. General Sanitation:

The FSM in each institution shall provide personal hygiene and health guidelines to all food service personnel. In particular, personnel shall follow the practices listed below:

1. BEFORE assuming duties in the food service operation, all prisoners must have a health examination to ensure that they are free of all communicable diseases. The medical office shall keep these records on file. Records must be updated annually.
2. No person with open lesions, infected wounds, any communicable disease, significant respiratory infections (colds, coughs, or running noses), or symptoms of illness (e.g., fever, nausea, vomiting, diarrhea, etc.) may work in the food service operation. Managers shall assign personnel with these symptoms to other duties and shall ensure they seek medical attention.
3. The use of tobacco is only permitted in areas designated by the Superintendent.

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4. Hair and beard nets must be worn by all food service personnel in compliance with public health and safety regulations.
5. Personnel may not eat or drink while preparing or serving food, unless in a designated area where eating and drinking is allowed.

B. Cleaning Schedule:

The FSM shall prepare instructions and a schedule for cleaning the food service areas, equipment, and utensils. The institution's SOP must include a copy of these instructions. The minimum cleaning schedule will be:

1. After Each Use:

Cooking and eating utensils, containers, toasters, coffee makers, grills, steam kettles, can openers, work surfaces, mixers, slicers, grinders, saws, deep fat fryers and skillets, sinks, beverage dispensers, mops and buckets, dining room tables, trays, tumblers and cups.

2. After Each Meal:

Dining area chairs, dining area floor, service lines, food carts, warmers, service stands, condiment containers, and kitchen floor.

3. Daily:

Ranges, ovens, compartment steamers, dishwashers and pot washers, restroom garbage cans, tray racks, flatware dispensers, and napkin dispensers.

4. Weekly:

Refrigerators and coolers, including shelving, grease filters, shelving in food preparation and serving areas, windows, light fixtures, utensil racks, utility drawers, and hoods.

5. Every Two (2) Weeks:

Freezers (including shelving, ice machine, walls, coils and condensers) and storeroom dry storage shelving.

C. Garbage / Refuse Disposal:

Garbage and refuse must be kept in durable, easily cleaned containers that do not leak or absorb liquids. Containers must be approved by the Department of Environmental Conservation and marked **GARBAGE - FOOD SERVICE ONLY**. Food service personnel must empty and clean containers at least once a day.

III. Inspections:

A. Daily:

1. Food service staff shall visually inspect and document refrigerator / coolers, freezer, storage area temperatures, and dishwasher temperatures daily.

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2. The inspecting employee must fill out, sign, and submit a *Food Service Inspection Log* (Attachment A) to his or her immediate superior and the FSM. (The FSM shall maintain these reports on file for one (1) year from the date of inspection.)

B. Weekly:

1. The FSM and the Assistant Superintendent shall inspect all food service areas weekly to ensure the areas are clean and comply with sanitation and food service regulations established by the Department of Environmental Conservation.
2. The security officer or other individual designated to handle safety inspections shall inspect food service areas weekly for compliance with safety and fire regulations.

C. Monthly:

1. The FSM or designee shall make at least one (1) monthly on-site inspection of the food service area. The inspection must include review of the *Food Service Inspection Logs*, the previous monthly inspection by the FSM, and any inspection reports from outside sources regarding fire, life-safety, and sanitation compliance since the last inspection.
2. The FSM or designee must fill out and complete a *Monthly Food Service Inspection Log* (Attachment B).

D. Annual:

1. A representative of the Department of Environmental Conservation shall inspect each food service operation annually or sooner if there is cause to believe the sanitation of the food service unit is sub-standard.
2. A representative of the State Fire Marshal's office shall conduct a fire and life safety inspection annually.
3. Copies of all yearly inspections will be sent to the Superintendent. These reports will be maintained for three (3) years.

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