

**Directive 354.04 Food Service Safety And Sanitation**

**STATE OF VERMONT  
AGENCY OF HUMAN SERVICES  
DEPARTMENT OF CORRECTIONS**

**Directive: 354.04**

**Subject:** Food Service Safety And Sanitation  
**Effective Date:** July 31, 1997 **Review and Re-Issue Date:**  
**Supersedes:** NEW **APA Rule Number:**

<b>Recommended for approval by:</b>		<b>Authorized By:</b>	
_____	_____	_____	_____
<b>Signature</b>	<b>Date</b>	<b>Signature</b>	<b>Date</b>

**1. Authority:**

**1.1** 28 V.S.A. §§ 101 (1), and 102 (b)(2) under which the Commissioner establishes and administers programs and policies for the custody, control, treatment and rehabilitation of persons committed to the Commissioner's custody.

**2. Purpose:**

**2.1** To establish safety and sanitation requirements applying to all Department of Corrections food service programs.

**3. Applicability/Accessibility**

**3.1** Superintendents, Food service officer, food service staff, and security staff supervising inmates performing food service work. Anyone may have a copy of this directive.

**4. Directive**

**4.1** Food preparation and consumption in Department of Corrections' facilities are conducted in a clean, safe environment. Facilities engage in safe and sanitary practices, and maintain sufficient documentation to establish ongoing compliance in all required areas.

**4.2 PHYSICAL CONDITION OF STAFF**

**4.2.1** Federal and state occupational safety and health codes will serve as standards for all Department of Corrections food service programs. Food service officer or designee will:

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4.2.1.1 Explain to all food service workers that those who cough, sneeze, spit or have diarrhea and open wounds or lesions may not perform food service work when demonstrating those signs of illness. Instead, they must report themselves sick, and stay away from the kitchen, and

4.2.1.2 Monitor food handlers daily for:

4.2.1.2.1 Symptoms of illness identified above. Food service officer or designee will remove from the kitchen persons demonstrating those symptoms, and

4.2.1.2.2 Compliance with standard personal hygiene requirements, including the use of clean clothing, hair nets, caps, and plastic gloves, and maintenance of clean hands and fingernails by washing hands before starting work and after using toilet facilities.

### **4.3 UNIFORMS**

4.3.1 The Department will provide a daily change of uniform for both inmate and civilian kitchen staff. Inmates will wear uniforms of a different color than those worn by staff. Spares will be available in the event uniforms are contaminated by blood or bodily fluids. Such contaminated uniforms will be red-bagged and delivered to the medical unit for proper disposition.

4.3.2 The minimum for uniforms is either one of the following:

4.3.2.1 Hat, shirt, apron,

4.3.2.2 Hat, overalls, or jumpsuit.

### **4.4 STORAGE FACILITIES**

4.4.1 Each facility maintains sanitary, temperature-controlled food storage facilities. These controls assure that all storage, dry shelf, refrigerated, and frozen are maintained as directed by contractual food service advisor.

### **4.5 PHYSICAL PLANT AND EQUIPMENT**

4.5.1 The food service physical plant is an important ingredient in managing a safe and sanitary program. Facilities will, at a minimum:

4.5.1.1 Be designed to ensure easy cleaning; floors, walls and ceilings will be constructed of materials that promote safe, sanitary operations;

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- 4.5.1.2 Provide toilet and wash basins readily available to all food service workers;
- 4.5.1.3 Provide fire safety protection as required by local and state regulations;
- 4.5.1.4 Ovens, grills, and similar equipment will be arranged to enable the use of an adequate sprinkler system or extinguisher coverage;
- 4.5.1.5 Provide adequate fire protection and avenues for exit in case of emergencies, and
- 4.5.1.6 Provide separate, sanitary loading and storage areas, and timely removal/disposal of all garbage.

4.5.2 Food service equipment will be designed to comply with national and state codes and be designed for efficient and thorough cleaning. Work tables and similar pieces of equipment will be constructed of stainless steel. Dining table tops will be made of non-porous material. All equipment will be operated and maintained in accordance with manufacturer's health and safety instructions. Cooler and other refrigerated equipment will be designed to maintain foods at proper temperatures to prevent bacteria growth.

### **4.6 INSPECTIONS**

- 4.6.1 Inspections of food service area are vital to constant compliance with appropriate health and safety rules. Food service staff will perform, at a minimum, daily safety and sanitation inspection, and weekly inspections as directed by contractual food service advisor.
- 4.6.2 Contractual food service consultant/advisor will perform inspections as follows:
  - 4.6.2.1 Visit each facility on a regular, pre-announced schedule, to inspect all food service areas, including preparation and storage areas, and coolers and freezers;
  - 4.6.2.2 Examine records of daily temperature checks on all refrigerator, cooler, freezer, and water temperatures examine any recent inspection reports from outside agencies or departments regarding fire, safety, and sanitation;
  - 4.6.2.3 Prepare a written report of sanitary conditions and safety practices observed, and recommendations made.

### **4.7 SPECIAL TRAINING**

- 4.7.1 Safety and sanitation training for food service employees will be conducted on a regular basis and records will be kept regarding course content and participation. At a minimum, both inmate and

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civilian food service staff, and security staff supervising inmate kitchen workers will be trained regularly in the following areas:

4.7.1.1 Fire plan,

4.7.1.2 First aid procedures,

4.7.1.3 Use of safety devices for equipment in the department, including fire extinguisher,

4.7.1.4 Use and storage of hazardous tools,

4.7.1.5 Accident prevention techniques regarding scalds, falls, burns, and related injuries,

4.7.1.6 Proper storage techniques for food service areas,

4.7.1.7 Proper report procedures for accidents and/ or hazardous conditions.

4.7.2 Food Service Officers and Cooks<sup>1</sup> must complete the National Restaurant Association's SERVSAFE course (or equivalent as determined by Director of Administrative Services). In turn, Cooks will present a version of the course to all other non-Cook kitchen workers, inmate and civilian. Inmates intending to achieve a level of competency similar to that of Cooks B for work in a facility kitchen and/or after release may, depending upon their classification, complete the Department's Institutional Food Service Vocational Education Course at whatever facility(ies) offer(s) the course at the time. Security staff supervising inmate kitchen staff in the absence of civilian kitchen staff must complete Basic Food Handling/Sanitation training.<sup>2</sup> This training will be offered at the Academy as an elective for new recruits, and on-site through the Field Training Officer (FTO) Program.

4.7.3 All required training may be completed as soon as it is offered after the person involved commences kitchen work. Training schedules will be developed and posted in a timely manner.

### 4.8 FOOD TEMPERATURES

4.8.1 Food Service officer ensures:

4.8.1.1 Any food that requires cooking or reheating must be stored either at not more than 40° and below or not less than 140° and above.

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<sup>1</sup> This includes civilian Cooks and Security Staff performing as Cooks.

<sup>2</sup> This applies to all security staff supervising inmate kitchen staff, regardless of their performing such duties for only short periods of time daily, or as a result of rotation, for short periods of time quarterly or annually. Security staff may be rotated to the kitchen only once without completing the training before or during the rotation. In order to accept a second kitchen rotation, officer must have completed the required training.

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4.8.1.2 Any food being reheated must attain the temperature of 165° for two minutes before serving.

4.8.1.3 Minimum internal temperatures of cooked foods are:

4.8.1.3.1 155° for pork and ground beef;

4.8.1.3.2 165° for poultry, and

4.8.1.3.3 140° for all other food products.

### **4.9 SPECIFIC FOOD SERVICE SANITATION PRACTICES**

4.9.1 Food service officer ensures sanitation related practices will include, without limitation:

4.9.1.1 Grease trap in kitchen is cleaned not less than once a month;

4.9.1.2 Kitchen has 20-gallon, plastic, leak-proof, waterproof, garbage containers with plastic liners;

4.9.1.3 All cooking utensils are washed in hot water at a temperature in the dishwasher determined by contractual food service advisor, and the temperature of the water in the dish machine is checked and logged at least once during each meal cycle.

4.9.1.4 All food service cleaning items, dishwashing materials, and utensils are kept separate from those used for general cleaning.

4.9.1.5 Eating and cooking utensils are inspected by food service officer and replaced when needed.

## **5. Training Method**

5.1.

## **6. Quality Assurance Processes**

6.1.

## **7. Financial Impact:**

7.1

## **8. References**

## **9. Responsible Director and Draft Participants**