

Seneca County Correctional Facility

Post Order

Food Service Personnel

<u>Location:</u>	Kitchen	Days: Monday – Sunday
<u>Equipment:</u>	Complete Uniform Pen (Black and Red Ink) Body Duress	Radio/Battery Proximity Card Keys

General Instructions

1. Be in uniform for duty.
2. Draw necessary equipment.
3. Read and implement policies and post orders.
4. Follow all written and verbal orders.
5. Perform duties as designated by Shift Supervisor or other ranking officers.

Scheduled Duties

1. Report to post.
2. Prepare meals and ensure delivery in accordance with scheduled times:
 - 6:15 A.M. – Breakfast
 - 11:15 A.M. – Lunch
 - 4:45 P.M. – Dinner
3. Ensure one (1) tray from each meal is saved, immediately after delivery, for a period of twenty-four hours in the event of food poisoning allegations.
4. Conduct a daily inventory of all tools at the beginning and end of each shift.
5. Ensure that the written and dated menu is updated daily.

Non-Scheduled Duties

1. Assign and oversee all duties of food service inmate workers.
2. Monitor food service workers for any noticeable changes in health and cleanliness that may pose a threat to the facility.
3. Continually review the list of inmate's prescribed medical diets as provided by the facility physician, as well as alternative meals that have been verified by the Chief Administrative Officer.
4. Ensure all food is stored on racks or shelves; nothing is to be stored on the floor.
5. Maintain controlled food storage areas within the following temperature ranges:
 - Frozen storage – 0 to 10 degrees F.
 - Refrigerated storage – 35 to 40 degrees F.
 - Dry storage – 45 to 80 degrees F.
6. Instruct all food service inmate workers in the proper use and condition of all authorized tools and equipment.
7. Immediately notify the Shift Supervisor when any tools are unaccounted for.
8. Continually inspect kitchen work areas to ensure tools and equipment are being properly utilized.
9. Ensure all inmate workers are wearing proper sanitary gear, namely head and hand coverings, while working.
10. Ensure the entire kitchen area remains clean and is supplied as necessary.
11. Ensure garbage is taken out daily, and as needed.
12. Act professionally at all times.