



*State of North Carolina
Department of Public Safety
Prisons*

Chapter: M
Section: .0100
Title: Section Organization
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POLICY AND PROCEDURE

.0101 PURPOSE

The purpose of this policy is to specify the organizational structure of the Food and Nutrition Management Section of the North Carolina Department of Public Safety (NCDPS), Prisons as well as briefly describe the general duties of the following positions: Director of Food and Nutrition Management, Region Dietitian, Clinical Dietitian, Food Service Manager, Food Service Supervisor and Food Service Officer.

.0102 POLICY

Food and Nutrition Management is a section of the Division of Prisons, in North Carolina's Department of Public Safety. This policy establishes the organization of the Food and Nutrition Management Department.

.0103 DIRECTOR, FOOD AND NUTRITION MANGEMENT

The Director of the Food and Nutrition Management Department is responsible for the development, organization, and evaluation of the Food and Nutrition Management Section for NCDPS Prisons. This position is responsible for ensuring that all facilities are visited and/or audited routinely and food service employees are given the opportunity for training and educational programs. This position is responsible for ensuring that all facility food management departments are monitored for their compliance with sanitation rules and regulations, food procurement, inventory management procedures, menu compliance, and all other policies and procedures of the Food Management Section. This position manages the development of the web based computerized Food Management System (FMS) utilized by all food management, dietitians and medical staff. This position ensures that all meal plans are written and analyzed and meets the nutritional needs of the offender populations. This position is responsible for developing food and equipment specifications as well as requisitioning all food management equipment. This position is a member of the Central Management Team. The Director of Food and Nutrition Management will be registered by the Commission for Dietetic Registration and Licensed Dietitian/Nutritionist by the State of North Carolina. Copies of current Registration and Licensure cards will be maintained on file in the Food and Nutrition Management Office.

.0104 REGION DIETITIANS

Region Dietitians provide professional nutrition and food service management consultation to state correctional facilities on a regional basis. Region Dietitians are responsible for the development of all therapeutic diet menus. These positions are responsible for assigned correctional facilities which house male, female and youth offenders from minimum to close custody as well as death row. Work requires the employee to provide technical expertise to administrative, medical, and food management staff in the areas of policy development, problem solving, staff education, and FMS development and training. Region Dietitians are responsible for nutritional assessment and medical nutrition therapy recommendations for offenders housed in assigned facilities. All Region Dietitians will be registered by the Commission for Dietetic Registration and Licensed Dietitian/Nutritionist by the State of North Carolina. Copies of current registration and licensure cards will be on file in the Food and Nutrition Management Office.

.0105 CLINICAL DIETITIANS

Clinical Dietitians serve as members of the healthcare treatment team and are responsible for providing medical nutrition therapy, to include assessment and counseling, to offenders at all assigned facilities. Clinical Dietitians shall provide special instructions and/or non-standard therapeutic diet menus to food management staff as needed. All Clinical Dietitians will be registered by the Commission for Dietetic Registration and Licensed by the State of North Carolina. Copies of current registration and licensure cards will be maintained on file in the Food and Nutrition Management Office.

.0106 CORRECTIONAL FOOD SERVICE MANAGERS / SUPERVISORS

An employee, experienced in quantity food production, will supervise each facility Food Management operation. Correctional Food Service Managers / Supervisors are responsible for managing every aspect of a facility's food management operation including the supervision of staff, procurement of goods, management of inventory as well as assuring sanitation and food safety standards are met. These positions are responsible for assuring that all FMS data is current and utilized.

.0107 CORRECTIONAL FOOD SERVICE OFFICERS

Correctional Food Service Officers are responsible for supervising offender food service workers to ensure policy and procedure adherence. Correctional Food Service Officers supervise offender workers in all aspects of facility Food Management as well as menu compliance.



Commissioner of Prisons

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June 1, 2020

Date