



*State of North Carolina  
Department of Public Safety  
Prisons*

Chapter: M  
Section: .0300  
Title: Staff Development/Training  
Issue Date: 06/01/2020  
Supersedes: 04/01/2013

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**POLICY AND PROCEDURE**

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**.0301 PURPOSE**

The purpose of this policy is to ensure all Food Management employees within the Division of Prisons receive the most current information and training to enable them to fulfill their assigned job duties.

**.0302 POLICY**

It is the policy of the Food and Nutrition Management Section to provide training and informational meetings designed to advance employees food service knowledge, skills and abilities, as well as stay abreast of current changes in practice, so they may proficiently perform their job duties.

**.0303 EMPLOYEE ORIENTATION**

Orientation programs will be mandatory for all newly hired food management staff. Orientation will consist of the following:

- (a) A facility orientation will be conducted for all new employees.
- (b) All Correctional Food Service Managers, Supervisors, and Officers are certified staff and must complete the Division of Prisons Basic Training Program.
- (c) The facility Correctional Food Service Manager/Supervisor shall have an organized orientation of the facility food management department for all new employees.
- (d) Food Management Comprehensive Training will be developed and conducted by the Region Dietitian.
- (e) All Correctional Food Service Employees will be trained in the use of all food service equipment and safety procedures.

**.0304 EMPLOYEE TRAINING**

The Region Dietitians are responsible for identifying region and statewide training needs and coordinating programs to meet those needs.

**.0305 MEETINGS**

Region Dietitians are responsible for holding region food management meetings a minimum of three (3) times per year. Meetings shall be held in an effort to keep staff informed of procedure changes and updates.

A statewide Food Management Conference will be held as budget permits.

Facility Correctional Food Service Managers/Supervisors are responsible for holding staff meetings quarterly. Minutes from meetings shall be kept on file. A copy shall be included in the facility's monthly report.



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Commissioner of Prisons

June 1, 2020  
Date

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