



*State of North Carolina
Department of Public Safety
Prisons*

Chapter: M
Section: .1900
Title: Food Production
Issue Date: 06/01/2020
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POLICY AND PROCEDURE

.1901 PURPOSE

In order to have quality food prepared in the correct quantities with minimal leftovers, the Food Service Manager/Supervisor must utilize current methods of planning, organization and control. In order to maintain an efficient operation, the Food Management System (FMS) must be integrated into all aspects of food production.

To ensure necessary FMS reports are available when needed the production process should be addressed in a facility SOP.

.1902 FOOD PRODUCTION

Food Service Managers, Food Service Supervisors, and Food Service Officers will observe the food preparation in progress and ensure correct procedures are followed. Staff will ensure adherence to standardized recipes and cooks' worksheets printed from FMS.

Offender workers will be trained in the performance of food preparation tasks and food preparation terminology.

Clean and sanitized equipment, work areas, cutting boards, and utensils shall be used when preparing food.

Required temperatures will be documented during the cooking process according to HACCP procedures.

.1903 SERVING LINE

The serving line shall be assembled and complete with all foods needed for the meal at the proper temperature five (5) minutes prior to mealtime. All food served shall be portioned according to the established menu. Perforated spoodles or dishers must be utilized to serve foods. Solid spoodles may only be utilized to serve syrup, gravy and soup. Tongs must be used to serve proportioned foods such as patties, chicken and bread. The food should have an appetizing appearance, good aroma and taste.

.1904 MEAL / DINING ROOM SERVICE

Meal times will be established by each facility for three (3) meals to be served at regular meal times during each twenty-four (24) hour period. No more than fourteen (14) hours will lapse between the evening and breakfast meals. Two (2) meals will be served hot. Variations may be allowed based on

weekend and holiday food service demands, provided basic nutritional goals are met and approval has been granted by the region dietitian.

All meal service will be supervised by custody staff.

Offenders, staff and visitors will eat from the same menu.



Commissioner of Prisons
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June 1, 2020
Date