

## Food Services

### 2300.1 GENERAL

The Food Services Manager will establish and maintain a standardized management system in order to ensure a cost effective and efficient Food Services operation. There shall be sufficient supporting staff to ensure preparation and service of meals in the manner prescribed by policy and Orange County Health Department regulations.

- (a) The policies and procedures contained in this title do not cover in detail every food service procedure. Separate detailed manuals on food preparation policies and techniques are contained in the department's Food Services Manual(s), located in the Food Services Supervisor's Office.
- (b) New procedures and memorandum will be placed on the kitchen bulletin board for ten (10) days. Copies will also be placed in the kitchen procedure manual for permanent retention and referral.

### 2300.2 FOOD SERVICES MANAGER

- (a) The food service program in Jail Operations will be overseen and managed by the Food Services Manager.
- (b) The Food Services Manager will be a full-time manager with educational background and experience in management and supervision of food operations.
- (c) The Food Services Manager will be responsible for:
  - 1. Preparing the yearly food budget
  - 2. Planning a logistical support system for all food service functions
  - 3. Providing a food cost accounting system
  - 4. Providing a portion control system
  - 5. Planning menus
  - 6. Supervising civilian kitchen personnel
  - 7. Supervising inmate workers assigned to food services
  - 8. Evaluate civilian kitchen personnel

### 2300.3 FOOD SERVICES MANAGEMENT RECORDS

- (a) The Food Services Manager and their staff will maintain budgeting, purchasing and cost accounting records necessary to document the following information:
  - 1. Compliance with established daily nutritional requirements.
  - 2. Special diet requests and composition.
  - 3. Food consumption:
    - i. Number of inmate meals served daily.

# Orange County Sheriff-Coroner Department

## Custody and Court Procedures Manual

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- ii. Number of employee, guest and visitor meals served daily.
- iii. Average raw food cost per person per day.
- iv. Average total cost per meal served.
- 4. Estimate of food service requirements based upon a population census at least thirty (30) days in advance.
- 5. Daily records of food production, leftovers, and utilization/disposal.
- 6. Monthly and annual utilization records.
- 7. Procurement records of all food products purchased and utilized, food service budget (i.e., salaries, food and non-food expenses).
- 8. Effective procurement procedures resulting in the purchase of supplies at competitive wholesale prices or other favorable conditions.
- 9. Records of perpetual and monthly physical inventories and methods used to ensure that food is not stored beyond its safe shelf life.
- 10. Cost performance data for objective program planning and evaluations.

#### **2300.4 FOOD PORTION CONTROL**

- (a) Food portion control will be established and regulated by the Food Services Manager.
- (b) Portion control techniques are applied by the staff as the module carts are filled in each facility's kitchen.
- (c) Portion sizes are also determined from the specifications found in Title 15 under Minimum Jail Standards.