



GENERAL ORIENTATION HANDOUT FOR INMATE or DETAINEE FOOD HANDLERS

I. GENERAL APPEARANCE

(A) Food handlers shall:

- (1) Maintain the highest standards of personal hygiene. This includes clean clothing, daily bathing, free of body odor, and trimmed, clean nails.
- (2) Wash hands frequently to include before starting work and after **EACH** visit to the restroom.
- (3) Wear effective hair restraints and disposable gloves when working around food. Except as provided as religious headgear, which is permitted for wear with a hair restraint that covers the religious headgear.
- (4) Wear long sleeve shirt or long pants. Sleeveless shirts and shorts that expose underarms and legs are strictly prohibited.

(B) Food handler may not:

- (1) Wear excess jewelry when working as a food handler.
- (2) Wear clothing exposing underarms and legs; for example sleeveless shirts or shorts

II. POINTS OF EMPHASIS

(A) Food handlers shall:

- (1) Report illness or injury, for instance cuts, sores, burns, or any on-the-job injury to the housing officer prior to the inmate assuming duties in the food service area.
- (2) Report on the job injury **IMMEDIATELY** to the dietary officer or supervisor on duty.
- (3) Eat at assigned mealtime. A missed meal by a food service handler or worker shall eat after serving the population.

(B) Food handlers may not:

- (1) Eat and drink in the food preparation area or at the serving line.
- (2) Consume any meal while serving population.

III. WORK AREAS

(A) Food handlers shall:

- (1) Carry their identification card(s) (ID) and meal cards (vegetarian and medical diet) in their possession and display when required.
- (2) Report to the dietary officer or kitchen officer when arriving to work and when leaving work at the end of their workday.
- (3) Stay in their assigned work area. Leaving the assigned work area or job assignment without permission from the immediate supervisor is not permitted and will be grounds for disciplinary action.

D. Possession of unauthorized food in the food service area is strictly forbidden.

E. Leaving the work area with any unauthorized food, soap, detergent, cleaning agents, dietary supplies, or any other item is strictly forbidden. The officer on duty will check all bags in the possession of any inmate worker.

F. If a dietary worker is suspected of stealing or any wrongdoing, he/she will be frisked. Anyone caught stealing will be given a disciplinary ticket and be subject to removal from food service.

G. Kitchen utensil(s) never shall leave the kitchen or dining room. Only uniformed staff/supervisors will sign out utensils to dietary workers. Inmate workers are not to transfer equipment among each other. Inmates issued a utensil will wash and sanitize the utensil before returning it to the issuing supervisor.

H. Staff, inmates, and detainees may not bring in or take out bags or excess clothing in the food service area.

I. Sitting on tabletops, counters, trashcans, milk crates, or propping feet on tables and chairs is strictly prohibited.

J. Yelling out at other inmates, staff, along with horseplay, disorderly conduct and rowdiness is strictly prohibited. Cursing or foul language is also prohibited.

K. Officers, supervisors and civilian staff shall be addressed by their proper titles and not by an alias or nickname.

L. In addition to their assigned job(s), any worker may be called upon to work in any area as required by the supervisor. Dietary workers can be moved from one area of assignment to another without loss of pay. Workers will perform duties as assigned to them by a supervisor.

M. Workers may be called upon to work on their days off, if necessary, and be paid or given an alternate day off.

- N. Material Safety Data Sheets are available in the dietary manager's office.
- O. The dietary supervisor's office, the officers' dining room, and kitchen are out of bounds and off limits unless assigned to work in these areas. Dietary workers who are on their days off will be considered out-of-bounds when found loitering in the kitchen and officers dining room areas.
- P. Questions about pay or job assignments are to be directed to the supervisor in charge of the area.
- Q. No inmate will be provided food as a reward or as punishment.
- R. Each dietary worker shall keep all work areas clean, to include utensils and food service equipment.