



Department of Public Safety and Correctional Services General Orientation Handout For Food Service Workers

.01 General Appearance.

- A. The highest standards of personal hygiene will be maintained. This included clean clothing, daily bathing, frequent hand washing, and trimmed nails. Incarcerated food handlers shall be free from body odor.
- B. Hands are to be washed frequently to include before starting work and after each visit to the restroom.
- C. All food service workers will wear effective hair restraints and disposable gloves when working around food. No other headgear will be permitted except for religious headgear. An effective hair restraint shall cover the religious headgear.
- D. Sleeveless shirts and shorts that expose underarms and legs are strictly prohibited.
- E. Excess jewelry is not allowed when working as a food service worker.

.02 Points of Emphasis.

- A. Illness must be reported to the housing officer prior to a food service worker assumes duties in the food service area. Cuts, sores, burns, or any on-the-job injury shall be reported immediately to the dietary officer/supervisors on duty.
- B. Eating and drinking in the food preparation area or at the serving line is not allowed.
- C. All food service workers shall eat at their assigned mealtime. No meal is to be consumed while population feed is conducted. A missed meal by a food service worker will be provided after the population.

.03 Work Areas.

- A. All food service workers shall have their identification card(s) (ID's) and meal cards (vegetarian and medical diet) in their possession and displayed when required.
- B. All food service workers are to report to the dietary officer/kitchen officer when reporting to work and when leaving work at the end of their workday.



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- C. All food service workers shall 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 incarcerated food handler.
- F. If a food service worker is suspected of stealing or any wrongdoing, they will be frisked. Anyone caught stealing will be given a disciplinary ticket and be subject to removal from food service.
- G. No kitchen utensil(s) shall leave the kitchen or dining room. Only uniformed staff/supervisors will sign out utensils to food service workers. Food service workers are not to transfer equipment among each other. Food service workers issued a utensil will wash and sanitize the utensil before returning it to the issuing supervisor.
- H. No bags or excess clothing will be brought in or out of 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 incarcerated individuals, 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 food service worker may be called upon to work in any area as required by the supervisor. Food service workers can be moved from one area of assignment to another without loss of pay. Food service workers will perform duties as assigned to them by a supervisor.
- M. Food service 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.



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- 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. Food service 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 incarcerated individual will be provided food as a reward or punishment.
- R. Each food service worker shall keep all work areas clean, to include utensils and food service equipment.