


Chapter:	<b>Programs – General</b>	Classification:	<b>Public Document</b>
Subject:	<b>Food Services Work Program</b>		
For:	<b>Correctional Facilities</b>	 Authorized by Executive Director	

**1. Policy**

1.1 The superintendent is responsible to ensure a process is in place for the selection of individuals in custody to participate in the Food Services work program.

**2. General Requirements**

2.1 All individuals in custody interested in the Food Services Work Program will be

2.1.1 approved as suitable by the appropriate facility committees or boards and receive medical clearance from the facility nurse

2.1.2 directly supervised by the food service staff

2.1.3 provided instruction on the following

2.1.3.1 proper hand washing

2.1.3.2 use of hair nets

2.1.3.3 use of gloves

2.1.3.4 appropriate work clothing

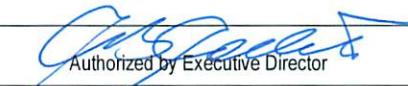
2.2 When working in the Food Services Work Program, individuals will be subject to the same offence level system as used in all areas of the facility. In accordance with Policy and Procedures, Subject 42.01.00, *Breach of Rules and Disciplinary Reports*, the Food Services officer is required

2.2.1 complete a Disciplinary Report on all incidents, and

2.2.2 the incident must be noted in the kitchen log or communications book

2.2.3 report incidents of a serious nature immediately to the captain or unit supervisor and the offender(s) must be removed from the kitchen area

2.3 When individuals are working in the kitchen, they are entitled to their period of recreation either when it corresponds to their unit schedule or another approved recreation period

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### 3. Hygiene

- 3.1 Individuals in custody approved to participate in the Food Services Work Program will engage in the following hygiene practices
  - 3.1.1 shower
    - 3.1.1.1 daily prior to reporting to the kitchen
    - 3.1.1.2 following a haircut during their shift
  - 3.1.2 always wear a hair net while working
  - 3.1.3 wear approved clean, clothing
- 3.2 Food services staff will immediately refer individual participating in the program to health care who are showing signs or symptoms of
  - 3.2.1 coughing
  - 3.2.2 sneezing
  - 3.2.3 rashes
  - 3.2.4 cuts or open sores
- 3.3 Individuals referred to health care will only be permitted to return to the work program upon clearance by health care.


### 4. Security

- 4.1 Appropriate frisk/pat/strip searches will be conducted on individuals participating in the Food Services Work Program on a regular basis.
- 4.2 No unauthorized person will be permitted to enter the food service preparation area.

### 5. Standard Operating Procedures

- 5.1 The superintendent will develop SOP regarding the Food Services Work Program to identify
  - 5.1.1 process for identifying individuals appropriate for the work program
  - 5.1.2 process for requesting health care assessment of eligible participants
  - 5.1.3 approved clothing
  - 5.1.4 specific supervision requirements

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- 5.1.5 search requirements
- 5.1.6 process for individuals to return to program participation following clearance from health care in accordance with 3.3