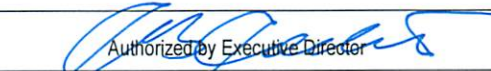


Chapter:	<b>Food Services</b>	Classification:	<b>Public Document</b>
Subject:	<b>Records and Reports</b>		
For:	<b>Correctional Facilities</b>	 Authorized by Executive Director	

**1. Policy**

- 1.1 The superintendent is required to ensure an accurate record is kept of all food services.

**2. Reports**

- 2.1 The superintendent or designate review the monthly dietary budget, meals served, costs per meal per day, and any deficiencies and corrective plans taken.
- 2.2 The superintendent or designate is required to prepare a written report at the end of each fiscal year outlining all food services provided, deficiencies, corrective plans of action and recommendations for changes in the food service program. Such written reports are to include a comparison of actual food service expenditures with budget allocations.


**3. Record Keeping System**

- 3.1 The food service staff are to maintain a record-keeping system including
  - 3.1.1 menu plan (see form [45.05.00 - A](#))
  - 3.1.2 substitute meals served and reason
  - 3.1.3 number of meals served to offenders, staff and visitors
  - 3.1.4 number of bag lunches
  - 3.1.5 cost per meal per person
  - 3.1.6 complaints regarding meals served.

**4. Special Diets**

- 4.1 The superintendent or designate is required to keep a record of special diets served to offenders as a result of:
  - 4.1.1 special health needs
  - 4.1.2 an offender's religious beliefs
  - 4.1.3 diet of conscience

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## 5. Food Supplies

- 5.1 The superintendent or designate is required to ensure that food service staff
- 5.1.1 record all food supplies received on a Par Level Inventory Sheet, see sample (see form [45.05.00 - A](#))
  - 5.1.2 inventory all food supplies on hand on a weekly basis and record the results as per the food supply record form
  - 5.1.3 immediately inform the superintendent, in writing, of discrepancies discovered in food supply records
  - 5.1.4 immediately inform the superintendent, in writing, of any food recalls
  - 5.1.5 retain a record of all food invoices and date received; and must ensure that a copy of all such invoices remains on file.

## 6. Waste Spoilage Reports

- 6.1 The food service staff are to record
- 6.1.1 disposed of food supplies which have not been used before the expiration date
  - 6.1.2 perishable items which have spoiled and are not usable.

## 7. Standard Operating Procedures (SOP)

- 7.1 The superintendent is required to develop SOP to identify the documentation requirements regarding
- 7.1.1 food services reports in accordance with 2.1 and 2.2
  - 7.1.2 record keeping
  - 7.1.3 food supplies
  - 7.1.4 waste spoilage
  - 7.1.5 staff responsible for completing documentation.

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