

I. PURPOSE

To provide instructions for the management of the food service operation.

II. POLICY

It is the policy of the Fairfax County Sheriff's Office that accurate records are maintained of all meals served. Accepted budgeting, purchasing and accounting practices will be followed.

III. PROCEDURE

A. The Chief, Services Branch is responsible for all food service operations conducted by the Sheriff's Office.

1. The Chief, Services Branch will ensure that all Fairfax County Sheriff's Office policies and procedures related to food service operation are followed.
2. The Chief, Services Branch will ensure that Fairfax County budgeting, purchasing and accounting practices are followed in the operation of the food service.
 - a. Cost per meal will be determined by contract agreement between the sheriff's office and the private contractor providing food services for the ADC.
 - b. When feasible the private contractor providing food services will purchase food items from the Virginia Department of Corrections and accept free food items offered by the Department of Agriculture. All savings and discounts will be passed on to the sheriff's office via credits incorporated in the agreed billing process.
3. The Chief, Services Branch will have all equipment in the dining facilities inspected quarterly by the Fairfax County Health and Risk Management Department and annually by State Occupational Safety and Health Association (OSHA).
4. The Chief, Services Branch, or their designee, will conduct weekly inspections of food service areas. Results of the inspection will be documented and confirm the kitchen, food storage and preparation and handling areas are;
 - a. Free of rodents and insects
 - b. Floors, Walls and ceilings, as well as ducts, pipes and equipment are in good repair and free of particles e.g., dirt, dust, dried food)
 - c. Traps and drains are free of standing water and debris.
 - d. The temperature gauges on dishwashing equipment, freezers and refrigerators shows temperatures in accordance with public health requirements.
 - e. Cooking and baking equipment, utensils and food trays are washed, rinsed and sanitized properly.

**FAIRFAX COUNTY SHERIFF'S OFFICE
STANDARD OPERATING PROCEDURE**

**SOP NUMBER: 213
SUBJECT: FOOD SERVICE MANAGEMENT**

- f. Food (raw and prepared) is stored off the floor in closed containers, labeled with contents and dated.
 - g. Staff and Inmate worker bathrooms are in working order and have sinks, soap, paper supplies and hand washing signs.
- B. The Sworn Food Services Supervisor is responsible for the day to day operation of all food service facilities and reports to the Chief, Services Branch.
 - 1. The Food Services Supervisor staff will oversee and ensure that:
 - a. Daily operations are in accordance with Fairfax County Sheriff's Office policies and procedures.
 - b. Menus are prepared and records of meals served are kept.
 - c. Meals are prepared and served.
 - d. Food service employees and inmate workers are properly trained and supervised.
 - e. Temperature readings on cold food storage areas and water temperature are recorded daily.
 - f. Each food container in food storage areas is dated and rotated accordingly.
- C. The Sheriff's Food Service Supervisor staff will assume responsibility for the Food Service operation. In his/her absence the contractor's Food Manager will assume responsibility. In the absence of both the Sheriff's Sworn Food Service Supervisor and the Contractor's Food Manager the Contractor's Food Supervisor will supervise the operation.
- D. **Food Services for other agencies:** The Sheriff's Office Food Services may provide food service to other agencies. These services will be supplied in accordance with the memorandum of understanding signed by the Sheriff and the appropriate agency head.



**STACEY A. KINCAID
SHERIFF**

04/04/07
DATE APPROVED

04/16/07
EFFECTIVE DATE

Revised: November 2006, April 2007, March 2014