
 Department of Corrections and Community Supervision DIRECTIVE	TITLE Food Service Operations Manual		NO. 4310
			DATE 02/16/2022
SUPERSEDES DIR #4310 Dtd. 01/10/17	DISTRIBUTION A B	PAGES PAGE 1 OF 1	DATE LAST REVISED
REFERENCES (Include but are not limited to) ACA Expected Practice 2-CO-4C-01; Food Service Operations Manual	APPROVING AUTHORITY 		

I. **PURPOSE:** To establish the [Food Service Operations Manual](#) (hereafter referred to as the manual) as the prevailing document in the administration of the Department of Corrections and Community Supervision (DOCCS)'s food service operations.

II. **DESCRIPTION:** The manual is published and distributed by the Office of Nutritional Services with the approval of Central Office Executive Staff.

In addition to the link above each facility may obtain copies from the Food Service Supervisor via the Network Drive Nutritional Services (N drive).

Requests for local adaptations or departures from the provisions of the manual shall be submitted in writing to the Director of Nutritional Services.

Key areas addressed in the manual are listed below:

- A. Food Provisions
- B. Par Level Requirements
- C. Commodities
- D. Requisition on Storekeeper for Merchandise
- E. Inventory Control
- F. Operational Forms and Records
- G. Food Service Daily Log
- H. Sanitation
- I. Food Service Dress Code
- J. Training
- K. Incarcerated Individual Food Service Employment Guidelines
- L. Incarcerated Individual Food Service Rates of Pay

Revisions to the content of the manual shall be made exclusively by the Director of Nutritional Services or designee with the approval of Central Office Executive Staff.