

YTC Food Service

1311.1 PROCEDURE

This is an example of a food service schedule used at Youth Transition Campus (YTC) and does not reflect actual times.

1311.1.1 DAILY MEAL SCHEDULE

The Cottage's meals are served in the Dining Hall per the daily meal schedule. All meals will be split into two mealtimes depending on the cottage.

One Serving Line - School Day (Mon-Thurs)

	Breakfast	Lunch	Dinner	Location
Resilient	7:00	11:05	4:25	1A
Succeed	7:05	11:10	4:30	2A
Thrive	7:10	11:15	4:35	2B
Achieve	7:35	12:20	5:05	1A
Motivate	7:40	12:25	5:10	1B
Lead	7:45	12:30	5:15	2A
Excel	7:50	12:35	5:20	2B

One Serving Line - Minimum Day (Friday)

	Breakfast	Lunch	Dinner	Location
Resilient	7:00	11:35	4:25	1A
Succeed	7:05	11:40	4:30	2A
Thrive	7:10	11:45	4:35	2B
Achieve	7:35	12:10	5:05	1A
Motivate	7:40	12:15	5:10	1B
Lead	7:45	12:20	5:15	2A
Excel	7:50	12:25	5:20	2B

San Diego County Probation Department

Institutional Services Unit Procedure

YTC Food Service

One Serving Line - Holidays/Weekends

	Breakfast	Lunch	Dinner	Location
Resilient	7:25	11:30	4:25	1A
Succeed	7:30	11:35	4:30	2A
Thrive	7:35	11:40	4:35	2B
Achieve	8:05	12:10	5:05	1A
Motivate	8:10	12:15	5:10	1B
Lead	8:15	12:20	5:15	2A
Excel	8:20	12:25	5:20	2B

MEALTIME #1

Group One will consist of youth from two cottages. Once notified via radio, the first cottage will be escorted to the dining hall, proceed through the serving line, and be seated. Once youth have entered the dining hall, the next cottage will be notified to proceed to the dining hall via radio. This cottage will then be escorted to the dining hall, proceed through the serving line, and be seated. Group One will eat their meals (youth will be allowed a minimum of 20 minutes to eat) and then return to their respective cottages.

MEALTIME #2

Group Two will consist of the last two cottages. The same process as above will be followed for Group Two.

1311.2 YOUTH RESPONSIBILITIES

1311.2.1 YOUTH AS FOOD HANDLERS

Youth Kitchen Workers (also known as KWs) shall be selected from the Culinary Arts program and under the Kitchen Officer's direct supervision. The Kitchen Officer will also be involved in the selection process.

The primary duties of the Kitchen Workers involve assisting facility kitchen staff with meal/snack preparation, serving meals, setup/cleanup of the dining hall, and the washing/sanitizing of kitchen utensils, pots, pans, food prep surfaces, and floors.

Eligibility as a Kitchen Worker is restricted to youth who have received prior clearance from the Medical Clinic (See Food Service Policy).

1311.2.2 YOUTH ORIENTATION AND TRAINING

The Culinary Arts program is designed to introduce youth to fundamental food preparation, terminology, concepts, and methods. Youth will gain insight into the foodservice industry and how it works. Youth will learn about proper food handling, food safety, personal hygiene, and food related illnesses. Youth will also become familiar with kitchen equipment and how to operate equipment

San Diego County Probation Department

Institutional Services Unit Procedure

YTC Food Service

safely. Culinary Arts instructors, the Food Service Supervisor, and kitchen staff will teach youth via classroom and hands-on training (Title 15, Section 1465).

A full-time Kitchen Officer, who in conjunction with the Food Service Supervisor, monitors the Kitchen Workers' compliance with food handling safety and personal hygiene requirements (For further guidance, see Food Service Policy).

1311.3 KITCHEN SECURITY

1311.3.1 KITCHEN SECURITY PROCEDURES

All Kitchen Workers shall be under the direct supervision of the Kitchen Officer or Food Service Supervisor.

Potentially dangerous kitchen utensils (knives, cleavers, scrapers, peelers) shall always be tethered securely to the workstations. When taken out of the locked utensil cabinet, until cleaned and secured back in the cabinet, Kitchen Workers must never have access to these utensils unless they are tethered securely.

Doors having access to the outside areas must remain closed and locked. The Kitchen Officer must be notified and must first verify the location of each kitchen worker before opening any of these doors (For further guidance see Food Service Policy).

1311.3.2 ROUTINE SEARCHES/BODY SCANS

The Kitchen Officer or Cottage officers shall conduct a routine search of each kitchen worker at the beginning and end of their shift in the kitchen. In addition, all Kitchen Workers shall pass through the Body Scanner every time they leave or return to the kitchen for any reason.

1311.3.3 UTENSIL/KNIFE COUNT

The central kitchen, staff dining room, and the Culinary Arts kitchen will all have a locked utensil cabinet. A count of all kitchen utensils shall be conducted before Kw's begin their shift and at the conclusion of their shift and recorded on the Utensil Inventory Log by Summit staff. (For further guidance see Food Service Policy). The Kitchen Officer or a Central Control Officer must verify these counts

1311.4 FOOD PREPARATION AND NUTRITIONAL STANDARDS

No more than 14 hours shall elapse between the evening meal and breakfast. All youth shall be provided with a morning, afternoon, and evening snack consisting of foods with substantial protein and/or nutrients, such as milk, pudding, custards, sandwiches, fruit, juice, cookies, graham crackers, etc. Additionally, supplemental food shall be served in less than the 14-hour period for youth on medical diets requiring more than three meals (Title 15, Section 1460).

San Diego County Probation Department

Institutional Services Unit Procedure

YTC Food Service

1311.5 DINING HALL

1311.5.1 MEALS SERVED

The dining hall can service two cottages simultaneously and can be divided into two sections via a collapsible wall. Each cottage will occupy one side of the dining hall. Youth from each cottage will enter the dining hall in an organized manner, get their food from the meal serving line, and proceed to their tables. Youth will eat their meals under the direct supervision of unit officers. Youth belonging to the same cottage must eat together and leave together. Officers shall be engaging in conversation with the youth and sit in the table area with the youth. After every meal, youth will return to their respective cottage once the entire group is done eating.

- (a) One Cottage will enter the dining hall at a time.
- (b) Youth will line up at the serving window to receive their meal.
- (c) Youth will be seated at their assigned table.
- (d) Officers will account for all reusable forks supplied to each youth before and after meals. Should any discrepancies in the count arise, youth will remain seated until the Watch Commander arrives and gives further directives.
- (e) Youth will only be dismissed from the dining hall when all the reusable forks are accounted for or when directed by the Watch Commander.

When all youth have exited the dining hall, the Kitchen Officer will notify the next Cottage Officer that the dining hall is clear for their youth to dine in.

The following Food Procedures shall be followed:

- (a) The Kitchen Officer shall ensure the dining area is appropriately set up and prepared to serve food before youth arrival from the cottages.
- (b) All Kitchen Workers shall wash their hands, put on hairnets and gloves (and aprons if necessary) before handling any food items.
- (c) The Kitchen Officer shall ensure that the serving size of each meal shall be the same for all youth. Officers shall carefully monitor youth to prevent some youth from intimidating other youth to get more food ("punking"). Additionally, trading or exchanging food should be discouraged as it will affect the required minimum daily requirements of nutrition per youth.
- (d) Youth who become disruptive or uncooperative during meals shall be separated from the group for the remainder of the meal. Officers shall request the Care Team to assist with the de-escalation of the youth.
- (e) After the youth are finished eating, any excess/uneaten food items shall be discarded in the appropriate cans (i.e. food waste can or trash can) (double-bagged to prevent leaks).

San Diego County Probation Department

Institutional Services Unit Procedure

YTC Food Service

- (f) Officers shall monitor youth to ensure all trays, cups, and utensils are accounted for and not thrown away or taken by youth.
- (g) Tables and chairs shall be cleaned/disinfected with the approved cleaning agent by the Kitchen Workers under the direct supervision of the Kitchen Officer.

Trash cans shall be emptied after each meal by the Kitchen Workers or kitchen staff. Kitchen staff shall move the trash outside to the trash collection area. The trash will be picked up by a contractor arranged for by the Division Chief. (For further guidance see Food Service Policy)

1311.5.2 EXITING THE DINING HALL

All cottages shall exit the dining hall through the nearest exit door to avoid cross-movement from other cottages. For safety of movement, only one cottage will be allowed to move at a time.

Cottage Officers must coordinate with Central Control and receive clearance to proceed before exiting the dining hall.

1311.5.3 SNACKS

- (a) Morning snacks will be delivered directly to the officer station located in the schoolyard.
- (b) Youth shall consume their snacks in their classrooms.
- (c) No personal snacks earned from any incentive programs will be allowed during mid-morning snack time.
- (d) Afternoon and evening snacks will be delivered to all cottages.
- (e) Snacks will be stored in a designated location in the secured storage area in the unit.
- (f) Snacks requiring refrigeration will be placed in the cottage refrigerator until ready for consumption.
- (g) Officers will distribute snacks to youth in the cottage at the designated times.

Mid-morning	9:30 AM
Afternoon	3:00 PM
Evening	7:00 PM - 9:00 PM

1311.6 STAFF DINING ROOM

The Summit Kitchen Staff Shall:

- (a) Provide all three meals for members of the Department in the Staff Dining Room.
- (b) Make coffee and tea available for members of the Department.
- (c) Clean and disinfect all tables and chairs with the approved cleaning agent.
- (d) Empty trash cans after each meal and move the trash outside to the trash collection area.