

AUTHORITY:

Policy *CD-000100*

REFERENCE:

ACA Standard, 1-CTA-3D-01, 1-CTA-3D-02, and 1-CTA-3D-03, Manual of Standards for Correctional Training Academies, 1993.

PURPOSE:

The purpose of this policy is to provide for the management and staffing of the Food Service operation at the Corrections Academy and to establish standards for budgeting, purchasing and accounting practices.

APPLICABILITY:

This policy applies to the Director, designated Academy staff, Food Services Administrator, and contract Food Service staff of the New Mexico Corrections Academy.

FORMS:

None

ATTACHMENTS:

None

DEFINITIONS:

<u>Food Service Administrator</u>: A staff member or contracted individual, experienced in food service management, who has been designated to supervise the Food Service operation at the Corrections Academy on a full-time basis.

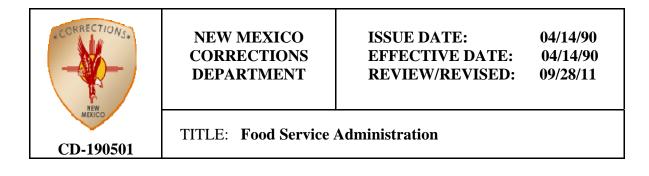
POLICY:

- A. The Food Service Administrator is responsible for the Academy Food Service operation and other duties as may be defined by contract. The Food Service Administrator is responsible to the Academy Director or the Director's designee in matters relating to the Academy Food Service operation.
- B. The Food Service Administrator shall ensure that food service areas are inspected and comply with the laws and regulations of the authority having jurisdiction. [1-CTA-3D-02]
- C. The Food Service Administrator shall maintain documentation that the academy's dietary allowances are reviewed at least annually by a qualified nutritionist or dietician to ensure that they meet the nationally recommended allowances for basic nutrition. [1-CTA-3D-03]
- D. The Academy Director or his designee shall regularly monitor the Academy Food Service operation. [1-CTA-3D-01]

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09/28/11 Date

Alfonso Solis, Interim Secretary of Corrections New Mexico Corrections Department



AUTHORITY:

Policy CD-190500

PROCEDURE:

A. Food Service Management:

The Food Service contractor shall establish a staffing pattern appropriate in size to meet the needs of the Academy which shall include, at a minimum, the following:

- 1. A full-time Administrator with educational background and experience in the management and supervision of Food Service operations.
 - a. The Administrator shall have a minimum of three years experience in Food Service management and shall meet all state and contractor personnel qualifications.
 - b. The Food Service Provider shall have the resources, authority, and responsibility to provide the Academy complete Food Service including three nutritionally adequate, palatable, and attractive meals a day, five days a week, produced under sanitary conditions at reasonable cost.
- 2. Support staff adequate to ensure timely preparation and service of meals.
- 3. Refrigeration of food with specific storage periods, leftovers or unused food will be kept in covered containers, marked with the storage date, and used within 48 hours. Perishable leftover food which cannot be used within 48 hours will be properly disposed of immediately.
- 4. The Food Service Administrator meets with a cadet committee to discuss and determine eating preferences.

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B. Food Service Records

Accurate records shall be maintained for at least one (1) year of all meals served, to include the following:

- 1. Number and type of meals served daily to staff, students, visitors.
- 2. Published menus are on an eight (8) week revolving schedule.
- 3. Meal substitutions.
- 4. Nutritional accounting.

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Alfonso Solis, Interim Secretary of Corrections New Mexico Corrections Department <u>09/28/11</u> Date