



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

**1. Policy**

- 1.1 The superintendent is responsible to ensure that efficient budgeting and purchasing are used by the food services personnel including
  - 1.1.1 estimates of food service requirements
  - 1.1.2 purchase of supplies in accordance with government purchasing policies
  - 1.1.3 periodic surveys of eating habits of the facility population

**2. Procurement**

- 2.1 Food purchases are to be based upon the upcoming week's menu and the current food inventory.
- 2.2 The food service staff are required to complete a Purchase Request for Food Supplies ([45.01.00-A](#)) or a similar approved purchasing request form.
- 2.3 The Purchase Request for Food Supplies is to include
  - 2.3.1 order number
  - 2.3.2 date
  - 2.3.3 description of items
  - 2.3.4 quantity ordered
  - 2.3.5 unit cost
  - 2.3.6 total cost
- 2.4 All meat, poultry, eggs, fish and milk products are to be government inspected.
- 2.5 Food supplies are to be purchased from tenders awarded to firms through ISD Procurement.
- 2.6 The food service staff are to receive all food supplies and reconcile the supplies delivered and the purchase request with regard to the description and quantity of the item ordered and that the supplies are received in good condition.

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- 2.7 The food service staff are not to sign the invoice until all items are received or until the supplier has adjusted the invoice to reflect any necessary changes.
- 2.8 Food items not on the menu are not to be purchased, except as approved by the deputy superintendent or designate.

**3. Receiving of Food**

- 3.1 The deputy superintendent or designate is required to establish an order and delivery schedule with suppliers as soon as facilities receive notification of tender awards.
- 3.2 Food supply deliveries are to be received by Food Services staff.
- 3.3 The Food Services staff are required to ensure that all food is immediately stored in accordance with Policy and Procedures, Subject 45.03.00, [Storage](#).

**4. Food Recall**

- 4.1 All food recall notices received through the approved suppliers are to be communicated immediately to the kitchen manager or designate. If the recall notice is received during the evening or weekend, the OIC will communicate the recall notice to on-duty kitchen staff and communicate in writing to the kitchen manager or designate.

**5. Standing Operating Procedures (SOP)**

- 5.1 Superintendents are responsible to develop SOP to identify
  - 5.1.1 purchasing request process and documentation
  - 5.1.2 staff responsible to complete purchase requests
  - 5.1.3 staff responsible for checking/confirming supplies received
  - 5.1.4 procedures for receiving food supply orders.