


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

**1. Policy**

1.1 The superintendent is responsible to ensure that standards for the maintenance of kitchen facilities and the sanitary handling of food conform to the *Nova Scotia Health Protection Act* and *Nova Scotia Food Safety Regulations*.

**2. Inspections**

2.1 In accordance with section 105 of the *Health Safety Act* and section 17 of the *Food Safety Regulations*, a health inspector will attend a correctional facility at least annually to conduct a Food Establishment Inspection.

**3. Sanitation Practices**

3.1 The food service staff are required to adhere to the *N.S. Food Retail & Food Services Code* and the *Food Safety Code of Practice for Canada's Food Service Industry*.

3.2 All food service personnel are required to maintain good personal hygiene & habits as stated in section 5 of the *N.S Food Retail & Food Service Code*.

3.3 All food preparation areas are to be equipped with separate hand washing facilities located in the food preparation area. Staff are required to practice hand hygiene as per with Policy and Procedures, Subject 46.12.00, [Infection Control](#) which includes washing hands at the start of the shift, leaving or returning to the area and after handling non-food items.

3.4 In accordance with regulations 4.2.4 and 4.2.5 of the *Nova Scotia Food Retail & Food Services Code*, all food service utensils will be washed and sanitized after each use.

3.5 All food contact surfaces such as tables, counters, work surfaces and cutting boards that are used in food preparation, service, display and storage will be cleaned and sanitized after each use.

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- 3.6 All cleaning and sanitizing products used in the food service areas will be approved for use in food service areas.
- 3.7 Garbage, compostable and recyclable materials will be removed from the food premises at the end of the shift and during the shift at a frequency to prevent the odours and conditions that will attract or harbour insects and rodents.


**4. Cleansing Equipment**

- 4.1 The equipment and facilities for the cleansing and sanitizing of utensils consist of
  - 4.1.1 commercial type mechanical equipment or
  - 4.1.2 manual equipment
- 4.2 Where manual equipment is used to clean and sanitize utensils, a three-sink system will be utilized and operated.
- 4.3 Where commercial mechanical equipment is used to cleanse and sanitize utensils, the proper use, rinse and wash temperatures, and maintenance of such equipment are to be followed.
- 4.4 After cleaning and sanitization, all food service equipment will be air dried and properly stored in a manner to prevent contamination.

**5. Cleaning and Maintenance Schedules**

- 5.1 All food service areas and equipment are to be regularly cleaned and sanitized. The food service manager is responsible to develop a written sanitary schedule, in the form of a chart, to be updated as necessary. This chart is to clearly indicate frequency of cleaning, cleaning products to be used, the designated food handler, areas and items of equipment and utensils to be cleaned and a corresponding check area after each task has been completed ([45.02.00 - A](#)).
- 5.2 Surfaces that do not come into direct contact with food such as walls will be cleaned at a frequency to prevent the buildup of dust, dirt and food debris.

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5.3 The food service manager is responsible to develop a regular preventative maintenance schedule for all service equipment to ensure equipment is in proper working condition.

5.4 A regularly scheduled preventive program for insect and pest control will be conducted in all food service areas.

**6. Training**

6.1 All food service personnel are required to receive

6.1.1 an approved Food Handler's Course, recertified every five (5) years

6.1.2 WHMIS training and a WHMIS binder with MSDS sheets on all hazardous materials used in the food service area must be readily available to food service staff.

**7. Standard Operating Procedures (SOP)**

7.1 The superintendent is required to develop SOP that identify

7.1.1 approved cleaning supplies

7.1.2 cleaning standards

7.1.3 cleaning schedules

7.1.4 maintenance schedules

7.1.5 staff responsible for cleaning.