


**HOWARD COUNTY DEPARTMENT OF CORRECTIONS
POLICY & PROCEDURE**

	SUBJECT:	Food Services
	P & P #:	G-603
	TITLE:	Inventory/Ordering/Receiving Food Supplies
	EFFECTIVE DATE:	April 20, 2020
	REVIEWED BY:	<i>Kim Drennon</i> Kim Drennon, Dietary Contract Monitor
	REVIEWED BY:	<i>Andrea King-Wessels</i> Andrea King-Wessels, Deputy Director
	AUTHORITY:	<i>Jack Kavanagh</i> Jack Kavanagh, Director

POLICY: A system of inventorying, ordering, and receiving food supplies shall ensure that necessary food supplies are on hand, and shall prevent the theft of food supplies. This system includes accurate records of food supplies on hand, used daily, ordered and received.

REFERENCES: Hazard Analysis Critical Control Point Plan (HACCP): – Maryland COMAR Title 10 Department of Health and Mental Hygiene Subtitle 15 Food. Maryland Commission on Correctional Standards (MCCS), Adult Detention Centers Standard.03, and Performance Based National Detention Standards (PBNDS) Sections 4.1 K., 1, 2, 4 and 5.

DEFINITIONS: None

PROCEDURES:

I. Food Supply Inventory

The Food Service Contractor staff or designee **with monitoring by the Department's Dietary Contract Monitor** shall be responsible for food inventory and shall ensure the following:

- A. Review of Food Supply Record Forms and the Food Quantities Utilized in Food Preparation on a weekly basis to ensure a full accounting of all food supplies and forward to administration.
- B. Immediate notification to the Deputy Director and Dietary Contract Monitor, verbally and in writing, of discrepancies discovered in food supply records.
- C. Immediate notification to the Deputy Director or Dietary Contract Manager when significant loss or spoilage has occurred.

II. Ordering Food Supplies

- A. The **Contractor Food Service Director** or designee shall review the Detention Center menu for the coming two (2) weeks and food supply records for the last two (2) weeks to determine supplies to be ordered.
- B. The **Contractor Food Service Director** or designee shall complete an Internal Food Requisition.
- C. The **Contractor Food Service Director** or designee shall record the quantity of food supplies ordered and the date the order was submitted.

III. Receiving Food Supplies

- A. Food supplies ordered shall be delivered by the food supplier and received by the Correctional Officer/Dietary through the sallyport.
- B. The **Contractor Food Service Director** or designee shall inventory all food supplies delivered by:
 - 1. Checking each item listed on the food supplier's invoice to ensure that the item is received; and
 - 2. Comparing the food supplier's invoice to the detention center food supply record to determine which items ordered are received.
- C. The **Contractor Food Service Director** or designee shall not sign the food supplier's invoice until all items ordered are received, or the invoice has been adjusted to reflect actual items received.
- D. The **Contractor Food Service Director** or designee shall instruct the person delivering food supplies to adjust and sign the food supplier's invoice to reflect the actual food items received.
- E. The **Contractor Food Service Director** or designee shall record food items received on the food supplier's invoice. The date received will be included. This date shall be marked on the new supply to ensure that the FIFO rotation (see policy G-605 Food Storage/Stock Rotation) is followed.
- F. The **Contractor Food Service Director** or designee **with monitoring by the Department's Dietary Contract Monitor** shall ensure that kitchen trustees store food supplies properly.

IV. USDA Donated Foods

A separate inventory shall be maintained on all donated food.

V. Spoilage

Any foods that are spoiled or for some other reason cannot be used shall be reported immediately in writing to the Deputy Director listing the items, amounts and value.

VI. Directors Prerogative

The Director has the authority to revise/change a policy or post order as needed to meet the operational demands of the Department. As the changes are initiated, they may be communicated by an email, memoranda or in rare circumstances verbal due to unforeseen situations.

ATTACHMENTS: None

RESCISSIONS: HCDC Policy G-603 Inventory/Ordering/Receiving Food Supplies effective April 13, 2018, April 19, 2017, June 14, 2016.