



Virginia Department of Corrections

Facility Services and Work

Food Service Manual

Introduction

Authority:

Directive 501, *Food Services*

Effective Date: January 1, 2023

Amended:**Supersedes:**

Food Service Manual Introduction, February 1, 2020

Access: Restricted Public Inmate

ACA/PREA Standards: None

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Director of Food Services

Signature Copy on File

10/25/2022

Signature

Date

REVIEW

The Director of Food Services will ensure that each Chapter of the Food Service Manual is reviewed annually and revised as necessary.

The content owner reviewed this operating procedure in December 2023 and determined that no changes are needed.

The content owner reviewed this operating procedure in January 2025 and determined that no changes are needed.

COMPLIANCE

The Food Service Manual is issued with the intent to pull together information from a variety of sources such as directives, operating procedures, regulations, and other mandatory requirements and applies to all food service activities in facilities operated by the Department of Corrections (DOC). Contract food service vendors must follow all provisions of the Food Service Manual within the specifications of their contract. This manual will not change requirements contained in any approved directive or operating procedure, but does contain specific operational details not included in other documents. Practices and procedures must comply with applicable State and Federal laws and regulations, American Correctional Association (ACA) standards, and DOC directives and operating procedures.

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DEFINITIONS

None



PURPOSE

This introduction provides the overall purpose, structure, and management guidelines for the Department of Corrections (DOC) Food Service Manual.

PROCEDURE

- I. Food Service Manual
 - A. Directive 501, *Food Services*, authorizes the Director of Food Services to maintain a Food Service Manual to serve as an operational guide for all food service operations in DOC facilities.
 - B. The purpose of the Food Service Manual is to ensure consistent daily food service operations in all facilities in which meals are prepared and/or served.
 - C. The Food Service Manual is issued with the intent to pull together information from a variety of sources such as directives, operating procedures, regulations, and other mandatory requirements.
 1. In the development of this manual, consideration has been given to standards established by the DOC, American Correctional Association, Virginia Health Department, and to regulations adopted by the Department of General Services Division of Purchases and Supply.
 2. This manual will not change requirements contained in any approved directive or operating procedure but does contain specific operational details not included in other documents.
 - D. As a procedural manual, this is an important tool in providing direction to Food Operation Directors/Managers, staff, and inmate and CCAP probationer/parolee workers. The use of this manual will promote consistency, efficiency, and professional performance by standardizing the methods of operation in all food service areas.
 - E. The Food Service Manual will be available at each facility. Only specifically designated Chapters of the Food Service Manual will be available to inmates and CCAP probationers/parolees.
 - F. All food service staff will have a thorough understanding of the Food Service Manual and of related operating procedures. Food service staff will ensure that inmates and CCAP probationers/parolees who work in food service operations understand their respective responsibilities as outlined in the Food Service Manual.
 - G. The Food Service Manual will be divided into Chapters to address issues as listed in the *Table of Contents*; see Attachment 1. Each Chapter will be reviewed annually and revised as deemed necessary by the Director of Food Services.
 - H. Attachment 2, *Food Service Manual Cover* is provided as a cover page for printed copies of the Food Service Manual.

REFERENCES

None

ATTACHMENTS

Attachment 1, *Table of Contents*

Attachment 2, *Food Service Manual Cover*

FORM CITATIONS

None

