	<b>DEPARTMENT OF PUBLIC SAFETY</b>	<b>EFFECTIVE DATE:</b> <b>November 13,</b> <b>2023</b>	<b>POLICY NO.:</b> <b>COR.07.07</b>
	<b>CORRECTIONS ADMINISTRATION</b> <b>POLICY AND PROCEDURES</b>	<b>SUPERSEDES (Policy No. &amp; Date):</b> <b>COR.07.07 of March 20, 2009</b>	
	<b>SUBJECT:</b> <b>HOUSEKEEPING PLAN FOR FOOD SERVICE AREAS</b>		<b>Page 1 of 3</b>

## 1.0 PURPOSE

To provide guidelines for daily housekeeping maintenance and to assign accountability for a clean and healthful environment in all correctional facility's food service areas.

## 2.0 SCOPE

This policy applies to all correctional facilities in the State of Hawaii.

## 3.0 REFERENCES, DEFINITIONS & FORMS

### .1 References

- a. Department of Public Safety (PSD), Policies and Procedures (P&P), COR.07.05, Food Service Area Sanitation Inspections.
- b. U.S. Department of Justice, Food Service Manual, September 2011.

## 4.0 POLICY

- .1 All floors, walls, ceilings, and equipment in the food service areas shall be kept neat, clean, free of litter, dry whenever possible, and in good repair to provide an environment that is conducive to good food service sanitation and working conditions.
- .2 Routine housekeeping and sanitation inspections shall be in accordance with PSD P&P, COR.07.05, Food Services Area Sanitation Inspections, as well as timely correction are integral parts of a food services housekeeping plan.
- .3 All food service staff and inmate workers shall be appropriately trained to carry out their assigned duties and must be properly instructed regarding their individual responsibilities.
- .4 Food service supervisors shall be accountable for housekeeping procedures and practices within their areas of responsibility.

## 5.0 PROCEDURES

- .1 The Department Environmental Health and Safety Officer (EHSO) or designee shall:

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- a. Coordinate the housekeeping program to ensure that a clean, healthful, and safe environment is maintained in all areas of food service.
  - b. Maintain records regarding all aspects of the food service housekeeping program, including but not limited to, inspection reports and narratives, notifications of corrections, correction reports, training records, and any other written documentation necessary to the program. Records must be maintained for five (5) years.
- .2 The Department dietitian or designee shall:
- a. Inspect food service areas monthly in accordance with PSD P&P, COR.07.05, Food Service Area Sanitation Inspections, submit reports of deficiencies to the Food Service Officer (FSO) through the Corrections Programs and Services Division Administrator (CPSDA) and notify appropriate administrative staff to correct reported deficiencies.
  - b. Monitor the deficiencies and ensure that timely corrections are made; report corrections to the FSO and CPSDA.
  - c. Provide formal and informal training to food service staff and inmate workers in housekeeping and food service sanitation.
  - d. Maintain records regarding all aspects of the food service housekeeping program, including but not limited to, inspection reports and narratives, notifications of corrections, correction reports, training records, and any other written documentation necessary to the program. Records must be maintained for five (5) years.
- .3 The Institutional Food Service Manager (IFSM) or designee shall:
- a. Establish a written work schedule for the area of responsibility, including a list that describes duties that are to be performed daily, weekly, monthly and other intervals along with the times at which these duties are to be performed. The work schedule shall be arranged to maintain adequate housekeeping and sanitation.
  - b. Assign accountability to food service supervisors for housekeeping practices and procedures within their areas.
  - c. Perform weekly sanitation inspections in accordance with PSD P&P, COR.07.05, Food Service Area Sanitation Inspections.

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- d. Consult with the EHSO and department dietitian on a continuing basis to ensure that effective and acceptable housekeeping and sanitation techniques are being performed.
- .4 The IFSM or designee shall:
- a. Ensure that appropriate supplies and equipment are available to perform the housekeeping tasks.
  - b. Ensure that work orders are submitted to the Institutional Facilities Superintendent (IFS) or designee to correct deficiencies beyond the IFSM's control.
  - c. Maintain an inventory log of supplies issued and received.
  - d. Assign inmate workers to specific housekeeping tasks in accordance with the written work schedule.
  - e. Provide on-the-job training and instruction in proper housekeeping and food service sanitation techniques to inmate workers.
  - f. Be responsible for the supervision of housekeeping tasks performed by the inmate workers and shall make inspection and follow-up as needed to assure tasks are performed properly and all areas are maintained in a sanitary condition.

APPROVAL RECOMMENDED:

  
\_\_\_\_\_  
Deputy Director for Corrections

11/13/2023  
\_\_\_\_\_  
Date

APPROVED:

  
\_\_\_\_\_  
DIRECTOR

11/13/23  
\_\_\_\_\_  
Date

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