



Illinois Department of Corrections

Administrative Directive

Number: 05.02.145	Title: Food Service Operations	Effective: 2/1/2022
-----------------------------	--	-------------------------------

Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Director
Supersedes:	05.02.145 effective 5/1/2021

Authority: 730 ILCS 5/3-2-2	Related ACA Standards: 5-ACI-1A-07, 10, 12 – 14, 5-ACI-1D-01 – 03, 05, 10, 15, 5-ACI-5C-04
Referenced Policies:	Referenced Forms:

I. POLICY

The Department shall ensure each correctional facility maintains a Food Service Operation Manual.

II. PROCEDURE

A. Purpose

The purpose of this directive is to ensure that each facility maintains a Food Service Operation Manual that describes the policies and procedures for nutritional care for individuals in custody housed at the facility.

B. Applicability

This directive is applicable to the Office of Food Services and all correctional facilities within the Department.

C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

D. Designees

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

E. Requirements

The Chief Administrative Officer shall ensure:

1. Menu evaluations are conducted at least quarterly by institution food service supervisory staff to verify adherence to the established basic daily servings.

NOTE: The Food Service Program Manager shall generate memoranda to document completion of the quarterly menu evaluations.

2. The facility's Food Service Operation Manual is maintained in accordance with the outline maintained and issued by the Office of Food Services.
3. Every food service staff member reviews the manual to develop a working knowledge of all procedures and signs a statement of completion.

	Illinois Department of Corrections Administrative Directive	Page 2 of 2
Number: 05.02.145	Title: Food Service Operations	Effective: 2/1/2022

4. Every food service staff member reviews all revisions to the manual and signs a statement documenting the review.
 5. The Food Service Manager reviews the manual annually.
-
-