

**Idaho Department of
Juvenile Corrections
Institutional
Policy/Procedure**

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SUBJECT: DINING AREA MANAGEMENT

CATEGORY: FACILITY OPERATIONS

Policy

The Idaho Department of Juvenile Corrections (IDJC) will provide juveniles in its care with nutritious and varied meals, as well as a safe, clean, and pleasant atmosphere for dining. All reimbursable meals and snacks will be in full compliance with the USDA National School Lunch Program. IDJC staff will provide adequate supervision of juveniles working and eating in the dining area.

Operating Procedures

I. Expectations for Dining Area

- A. Supervision of Juveniles: Assigned staff will accompany groups to meals. Staff are expected to stay with their assigned groups, whether they are in the dining area or utilizing take-out trays. Staff will provide appropriate supervision, role modeling, and guidance regarding proper manners, socialization, and nutritional habits.
- B. Dress Code: Juveniles are to be clean and dressed appropriately. Standards of appropriate attire shall be approved by the Superintendent, and daily determination and enforcement of that standard will be ensured by the supervising staff. Concerns regarding attire are to be brought to the attention of the appropriate supervisor.
- C. Set up and Cleanup: Juveniles and staff will dispose of leftover food, sort and stack dishes as determined by the facility's Food Service supervisor. Juveniles assigned to work in Food Service will wash, sanitize, and set tables. Juvenile responsibilities may include cleaning and sanitizing walls, floors, garbage cans and other surfaces as needed.

II. Safety

- A. Per State and Federal Food code 2-103.11, the person in charge shall ensure that persons unnecessary to the Food Establishment operation are not allowed in the food preparation, food storage, or ware washing areas, except for brief visits. Tours or access may be authorized by the person in charge if steps are taken to ensure that exposed food; clean equipment, utensils, and linens; and unwrapped single serve and single use articles are protected from contamination. Employees and other persons, such as delivery and

maintenance persons and pesticide applicators, entering food preparation, food storage, and ware washing areas comply with this code.

B. Juveniles may move in thirds in the dining area if it is deemed appropriate by the supervising staff. Interaction with other juveniles in different groups is prohibited.

C. Only one group at a time is to be at the exit doors.

III. Alternate meal or serving options

A. Cottage/Room Restrictions: If supervisory or management staff decide a group needs to eat on cottage, in the classroom, etc. during regular meal serving times, food services staff will prepare take-out trays for the group members and the supervising staff with the group. The standard menu and portion size will be the same as is provided to juveniles eating in the dining area. Juveniles who present a safety or security issue and cannot be trusted to not harm themselves, may be served a meal that does not require the use of eating utensils. This will be documented by direct care staff in the juvenile's daily log.

B. Special cook-out meals will be chosen from the posted cook-out menu, and sack lunches will be chosen from the standard sack lunch menu to ensure that they are in compliance with the National School Lunch standards and/or the nutritional needs of the juveniles. All special meals must be requested in advance so that the Food Services can ensure that the requested items are available.

IV. Meal Records

All juvenile and staff meals served will be accurately recorded on the designated data collection form at the time the meal is received.

V. Local Wellness Policy

Each facility will adhere to the Juniper Hills School Wellness (516) policy/procedure.

Local Operating Procedures

JCC–Lewiston

Supervision of Juveniles

Designated staff will accompany groups to breakfast, lunch, and dinner, Monday through Friday, and to all meals on holidays and weekends according to who is on duty during a given meal.

JCC–Nampa

None

JCC–St. Anthony

Supervision of Juveniles

- A. Cottage staff will accompany groups to breakfast and dinner, Monday through Friday, and to all meals on holidays and weekends.
- B. Education staff will assume supervision of juveniles after the breakfast meal and accompany the groups to lunch, Monday through Friday.
- C. Doors will remain unlocked when all groups are in the dining area. Doors are secured when only one group is working in the food services area.

Reference: [Glossary of Terms and Acronyms](#)

Desk Manual(s): *None*

Related Policies: [Staff and Visitor Meals \(662\)](#)
[Personal Appearance Standards \(362\)](#)
[Juniper Hills School Wellness \(516\)](#)

Related Forms: *None*