



NEW MEXICO CORRECTIONS DEPARTMENT

Secretary
Alisha Tafoya Lucero

CD-190500 NMCTA Food Service Administration	Issued: 4/14/90 Effective: 4/14/90	Reviewed: 9/30/20 Revised: 6/9/16
Alisha Tafoya Lucero, Cabinet Secretary		<i>Original Signed and Kept on File</i>

AUTHORITY:

Policy *CD-000100*

REFERENCE:

ACA Standard, 1-CTA-3D-01, 1-CTA-3D-02, 1-CTA-3D-02-1 and 1-CTA-3D-03, Standards for Correctional Training Academies, 1993.

PURPOSE:

To provide for the management and staffing of the Food Service operation at the New Mexico Corrections Training Academy (NMCTA) and to establish standards for budgeting, purchasing and accounting practices.

APPLICABILITY:

To the Director, designated NMCTA staff, Food Services Administrator, and contract Food Service staff of the NMCTA.

FORMS:

None

ATTACHMENTS:

None

DEFINITIONS:

Food Service Administrator: A staff member or contracted individual, experienced in food service management, who has been designated to supervise the Food Service operation at the New Mexico Corrections Training Academy on a full-time basis.

POLICY:

- A. The Food Service Administrator is responsible for the NMCTA Food Service operation and other duties as may be defined by contract. The Food Service Administrator is responsible to the NMCTA Director or the Director's designee in matters relating to the NMCTA Food Service operation.

- B. The Food Service Administrator shall ensure that food service areas are inspected and comply with the laws and regulations of the authority having jurisdiction. [**1-CTA-3D-02**]
- C. All staff, contractors, and inmate workers who work in the food service department are trained in the use of food service equipment and in the safety procedures to be followed in the food service department. [**1-CTA-3D-02-1**]
- D. The Food Service Administrator shall maintain documentation that the NMCTA's dietary allowances are reviewed at least annually by a qualified nutritionist or dietician to ensure that they meet the nationally recommended allowances for basic nutrition. [**1-CTA-3D-03**]
- E. The NMCTA Director or his designee shall regularly monitor the NMCTA Food Service operation. [**1-CTA-3D-01**]



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PROCEDURE:

A. Food Service Management:

The Food Service contractor shall establish a staffing pattern appropriate in size to meet the needs of the New Mexico Corrections Training Academy (NMCTA), which shall include, at a minimum, the following:

1. A full-time Administrator with educational background and experience in the management and supervision of Food Service operations.
 - a. The Administrator shall have a minimum of three years' experience in Food Service management and shall meet all state and contractor personnel qualifications.
 - b. The Food Service contractor shall have the resources, authority, and responsibility to provide the NMCTA complete Food Service including three nutritionally adequate, palatable, and attractive meals a day, five days a week, produced under sanitary conditions at reasonable cost.
2. Support staff adequate to ensure timely preparation and service of meals.
3. Refrigeration of food with specific storage periods, leftovers or unused food will be kept in covered containers, marked with the storage date, and used within 48 hours. Perishable leftover food which cannot be used within 48 hours will be properly disposed of immediately.
4. The Food Service Administrator meets with the Deputy Director or their designee to discuss and determine eating preferences to discuss and determine eating preferences.

B. Food Service Records

Accurate records shall be maintained for at least one (1) year of all meals served, to include the following:

1. Number and type of meals served daily to staff, students, visitors.
2. Daily meal menus will be published, forecasting at least two (2) month in advance each day's meal. The menus will be posted in a conspicuous location for patrons to review.
3. Meal substitutions.
4. Nutritional accounting.