



Virginia Department of Corrections

Facility Services and Work

Food Service Manual Chapter 10

Inventory Control

Authority:

Directive 501, *Food Services*

Effective Date: December 1, 2020

Amended: 10/1/21

Supersedes:

Food Service Manual Chapter 10, November 1, 2020

Access: Restricted Public Inmate

ACA/PREA Standards: None

Signatory: Mark E. Engelke
Director of Food Services

Signature Copy on File

11/4/20

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.

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, ACA standards, and DOC directives and operating procedures.

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DEFINITIONS

Perpetual Inventory - An inventory that reflects an accurate, running total of designated items; this inventory notes any addition to and/or removal from the designated stock.

Physical Inventory - An inventory that reflects the actual physical counting of each designated item

Total Maintenance System (TMS) - A web-based software system that provides a computerized system for managing materials and supplies inventories and a maintenance management system to schedule, track, and report maintenance work performed on DOC owned facilities, equipment, and vehicles

PURPOSE

This chapter of the Food Service Manual provides protocols to ensure accountability for all equipment, food, and supplies used in DOC food service areas.

PROCEDURE

- I. Inventory and Accountability
 - A. Use of the Total Maintenance System (TMS) inventory module provides a way to track food and food supplies as well as other materials and supplies stored in the food service area.
 1. Daily pull sheets provide a list of items pulled from inventory for each meal.
 2. TMS inventory reports, regular physical counts, and limited access to storage areas provides for accountability.
 - B. At facilities with an outside warehouse, the Warehouse Manager/Supervisor is responsible for receiving and verifying all food and food supplies received and stored in the warehouse.
 1. Warehouse deliveries from the facilities warehouse to the facility food service area should include a report listing the items issued from the warehouse inventory to food service.
 2. Food service staff will then receive the items listed on the report into the food service inventory on TMS.
 - C. Food service staff will maintain perpetual inventory reports/cards for each item or category of items.
 1. Staff should inventory produce, milk, and juices at least weekly.
 2. Staff conducting the inventory must sign where appropriate.
 - D. The Food Operations Director/Manager should use a “break out” area, daily, to set aside the food supplies to be withdrawn from the stock.
 1. The Food Operations Director/Manager should enter the issuance of all supplies on the perpetual inventory records.
 2. “Break out” areas should be utilized three days in advance, continually, to allow for thawing and appropriate advance menu planning. During the monthly physical inventory, these break outs will be paused to allow for physical count and should resume after the physical count is taken. (added 10/1/21)
 3. All “break out” areas should include standardized recipes, prepared in accordance with historical data of the number of meals served. Products issued should match amounts required by recipes by weight and/or measure.
 4. Items held in a "break out" area for daily or weekly issue that are not used that day and are not returned to the main inventory need not be inventoried daily.
 - E. The facility’s Food Operations Director/Manager will maintain a copy of all inventory reports.
- II. Physical Inventories
 - A. Food, food supplies, and cleaning supplies
 1. A physical inventory will be taken of all food, food supplies, and cleaning supplies once a month in the bulk or main storage and the daily/weekly issue areas.
 - a. The Food Operations Director/Manager and a staff member designated by the Facility Unit Head will perform the physical inventory.
 - b. The staff member should be designated on a rotating basis and should not be a staff member assigned to the food service area.
 - c. The Food Operations Director/Manager and the designated staff member must sign the inventory.
 2. The monthly physical count will be reconciled to perpetual inventory records.

- a. A [Food Service Physical Inventory Deviation Report](#) FSM_F6 listing any discrepancies must be forwarded to the Facility Unit Head, with a copy to the Regional Food Service Field Director for review.
 - b. The Facility Unit Head should indicate, in writing, the reason, if known, for the discrepancies.
3. The Regional Food Service Field Directors will conduct random inventories during the quarterly inspection.

B. Minor equipment and furnishings

1. A physical inventory will be taken of minor equipment and furnishings at least once a year.
2. A Fixed Asset Accounting and Control System (FAACS) inventory report must be completed every year on items with a value in excess of \$2,000.00.
3. The facility's designated inventory control officer, assisted by food service staff, should conduct the inventory.
4. The physical count will be reconciled to records maintained by the designated inventory control officer that lists the location of all such property. Copies of the completed FAACS inventory report are to be maintained at the facility.
5. A written report listing all discrepancies and recommendations for configuring notable discrepancies will be prepared by the Facility Food Service Director and submitted to the Facility Unit Head with a copy to the Regional Food Service Field Director.

C. Major equipment

1. Major equipment, with a current book value greater than \$5,000 will be inventoried at least once a year.
 - a. The facility's designated inventory control officer should coordinate the inventory.
 - b. Food service staff may assist the inventory control officer in conducting the inventory.
2. The physical count should be reconciled to records maintained by the facility's designated inventory control officer. Copies of the completed FAACS inventory report are to be maintained at the facility.
3. A written report listing discrepancies and recommendations for configuring discrepancies should be prepared by the Facility Food Service Director and submitted to the Facility Unit Head with a copy to the Regional Food Service Field Director.
4. The facility's designated inventory control officer should update the FAACS based on the resolution for each discrepancy.

III. Access to Storage Areas

- A. Only the Food Operations Director/Manager or designated food service staff should have access to food storage areas.
- B. The Food Operations Director/ Manager should maintain control over the keys to facility food storage areas at all times during working hours.
1. Staff will issue and control food service keys in accordance with Operating Procedure 430.3, *Key Control and Locking Devices*.
 2. The staff member designated in the absence of the Food Operations Director/Manager should be issued the keys and should maintain control over the keys during working hours.
- C. Staff must issue, store, inventory, and secure all food service utensils in accordance with Food Service Manual Chapter 9, *Control of Food Service Utensils, Equipment, Supplies, and Food*.

REFERENCES

Food Service Manual Chapter 9, *Control of Food Service Utensils, Equipment, Supplies, and Food*

Operating Procedure 430.3, *Key Control and Locking Devices*

ATTACHMENTS

None

FORM CITATIONS

[Food Service Physical Inventory Deviation Report](#) FSM_F6

