

**YGC ROP CULINARY ARTS FOOD HANDLERS
HEALTH SCREENING, EDUCATION AND MONITORING**

- AUTHORITY:** Administrative Directive
Board of Corrections Standards, Title 15, and Sections 1414, 1465,
California Code, Minimum Standards for Juvenile Facilities
Sections 114020 and 27605 Health and Safety Code
- RECINDS:** Procedure Manual Item 3-3-023, dated 05/01/17
- FORMS:** ROP Application for Employment/Medical Clearance (Attachment)
- PURPOSE:** To provide guidelines for health screening and training of youth working as food handlers in the YGC kitchen. To provide food service supervisors and Regional Occupational Program (ROP) staff with guidelines for the ongoing education, training and supervision of youth working as food handlers.

I. GENERAL INFORMATION

- A. Prior to participating in the YGC ROP Job Training Program (Career Training for Transition [CTT]), each youth must complete a Job Application and Health Clearance form. In order to complete the application, the YGC nurse must medically screen and clear the youth to work as a food handler in the YGC kitchen.
- B. The ROP staff will be responsible for conducting a basic food handling training course for all youth enrolled in the ROP Job Training Program.
- C. The Head Cook or his designee will supervise the work of the **youth** in the kitchen on a daily basis to ensure that proper food handling and sanitation practices are followed in compliance with Section 27605 Health and Safety Code.
- D. The Head Cook will conduct proper food handling and sanitation training updates for all youth working in the YGC kitchen as food handlers.

II. PROCEDURE

- A. Health Screening of YGC ROP Job Training Candidates
 1. The ROP II Coordinator will forward the ROP Job Training Application to the YGC nurse. After the nurse signs off on the application the counselor will then forward it to the ROP II Coordinator.
 2. The YGC nurse will schedule the youth to:
 - a. Be medically screened for the historical absence of exposure to and symptoms of food borne contagious diseases, especially hepatitis and diarrhea.

- b. Complete a physical examination to exclude infected skin lesions, tenderness of the liver, jaundice or any other health condition that would preclude a youth from working as a food handler or in any other ROP training job.
3. The nurse will note the results and sign on the medical clearance portion of the ROP Job Application and return the form to the ROP II Coordinator. Only youth that have been medically cleared by the nurse will be allowed to work as a food handler.
4. The ROP coordinator will confirm that the nurse has initiated appropriate follow-up care of a youth with a positive finding on the screening.
5. The ROP Coordinator will maintain copies of all completed ROP Job Applications and medical clearances for each youth.

B. Food Handler Education

1. Each youth who has been accepted into the ROP Job Training Program (CTT) and has been medically cleared must complete the Food Handling Training Program conducted by ROP staff before working as a food handler in the YGC kitchen. The course will cover the following topics:
 - a. Proper food handling procedures
 - b. Personal hygiene
 - c. Disease prevention in restaurants
 - d. Food protection
 - e. Dishwashing
 - f. Good housekeeping
 - g. Rodent and insect control
 - h. Handling of eating utensils
 - i. Kitchen safety
 - j. Safety procedures
 - k. First aid for choking
 - l. Proper dress standards
2. ROP staff will provide each youth participating in the training with a copy of the Food Services Sanitation Manual published by the Orange County Health Care Agency.
3. Each youth must take and pass the Food Sanitation Test developed by the Environmental Sanitation Division of the Orange County Health Department before working as a food handler.
4. The YGC Head Cook or designee will provide youth with update training covering elements of proper food handling, personal hygiene and sanitary practices while supervising food handlers on the job. At a minimum, the Head Cook will provide updated sanitation training quarterly for all kitchen staff.

C. Supervision and Monitoring of Food Handlers

1. ROP and unit staff will check on a daily basis to ensure that youth have showered and washed their hair, nails are clean and neatly trimmed and they are properly dressed for work in the kitchen.
2. **Sworn Probation staff** will supervise and monitor the work of the youth in the kitchen on a daily basis to ensure they are following basic sanitation and food handling practices.
3. The supervising cook will inspect each youth daily to ensure there is no sign of illness. Sick youth will be returned to the unit to be placed on sick call. The youth will not be allowed to resume work as a food handler until medically cleared by the nurse.
4. Upon beginning work, youth are expected to:
 - a. Be appropriately dressed in clean uniforms issued to food handlers.
 - b. Wash hands with cleanser and warm water first. Wash up to elbows for at least 30 seconds. Rub hands together for at least 20 seconds and rinse thoroughly with warm water and dry hands.
 - c. Wash hands immediately after using toilet facilities.
 - d. Wear hairnets while working in the kitchen. Youth will be instructed on their proper use.
 - e. Wear latex gloves whenever handling food.
5. During any food preparation procedure or cooking task, youth are expected to:
 - a. Wash hands and put on clean gloves before beginning.
 - b. Follow the instructions of the supervising cook.
 - c. Always wash hands immediately upon returning to the kitchen after leaving for any reason.
6. Before serving food, youth are expected to:
 - a. Wash hands, put on new gloves and cover head with a clean hairnet.
 - b. Not drink or eat while serving food.
 - c. Not touch face, eyes, nose, ears, or hair while serving food.
 - d. Use tongs or other implements rather than hands.
 - e. Refrain from removing gloves or hairnet while behind the food service line.

7. Food handlers must not commit any act, which may result in the contamination of any food, food surface or utensils.
8. The Head Cook will immediately report unacceptable performance by a youth to ROP Staff. ROP staff and the Head Cook will review the performance issue and take necessary action before the youth will be allowed to resume food handler work in the kitchen.
9. ROP staff will periodically review youth's work progress with the Head Cook to insure they are meeting the minimum standards of the ROP Job Training Program and are following appropriate food handler sanitation practices.
10. When a youth completes at least 6 weeks of successfully working the Culinary Arts program, they will receive a ROP Certificate of completion.

REFERENCES:

None

Attachment

J. Hernandez

APPROVED BY:



YOUTH GUIDANCE CENTER REGIONAL OCCUPATIONAL PROGRAM APPLICATION FOR PARTICIPATION

TODAY'S
DATE _____

APPLICANT'S NAME _____ L# _____ AGE _____ DOB _____ UNIT _____
UNIT COUNSELOR _____ PO _____ YGC ENTRY DATE _____ RELEASE _____

APPLICANTS: PLEASE REVIEW THE INFORMATION BELOW, ANSWER THE QUESTION, THEN SIGN AND DATE THIS DOCUMENT ALSO REVIEW THE MEDICAL CLEARANCE SECTION TO UNDERSTAND IMPORTANT RESTRICTIONS THAT MAY BE IMPOSED BY THE YGC NURSE.

CONDITIONS OF PARTICIPATION IN ROP EMPLOYMENT TRAINING:

THE ROP TEAM SETS HIGH STANDARDS FOR ITS EMPLOYMENT TRAINEES, AND COMPLIANCE WITH THESE STANDARDS IS A CONDITION OF YOUR PARTICIPATION. IF YOU ARE OFFERED AN ASSIGNMENT WITH ROP, BEFORE YOU ACCEPT YOU NEED TO CAREFULLY CONSIDER WHAT WE WILL REQUIRE OF YOU. AS AN ROP STUDENT, YOU MUST:

- MAINTAIN A POSITIVE ATTITUDE AND APPROPRIATE BEHAVIOR AT ALL TIMES - IN THE UNIT, AT SCHOOL AND DURING ALL OTHER ACTIVITIES, MOST IMPORTANTLY WHEN YOU ARE REPRESENTING ROP.
- MAINTAIN THE INTEGRITY OF YOUR PROGRAM, WHETHER IT IS **STEP** OR **ASERT**.
- ATTEND ROP CLASSES AS SCHEDULED AND ACTIVELY PARTICIPATE IN ALL ACTIVITIES.
- COMPLETE SELF-DIRECTED ASSIGNMENTS AND DEMONSTRATE A WILLINGNESS TO CHANGE AND GROW.
- TAKE THE INITIATIVE TO APPROACH THE ROP TEAM WITH PROBLEMS, CONCERNS, AND/OR ANY ISSUES THAT WOULD RESULT IN CONSEQUENCES FOR ONE OR MANY. SHOW RESPONSIBLE CONCERN.
- USE THIS OPPORTUNITY TO LEARN, GROW, DEVELOP SELF ESTEEM AND TO **STEP UP!**

JOB EXPECTATIONS:

- FOLLOW ROP STANDARDS OF PROFESSIONALISM, INCLUDING:
 - APPEARANCE IS IMPORTANT. PRACTICE PERSONAL NEATNESS AND HYGIENE.
- ARRIVING ON TIME TO YOUR ASSIGNED JOB.
- FOLLOW DIRECTIONS GIVEN TO YOU BY YOUR SUPERVISOR(S).
- MAINTAIN A POSITIVE, ENTHUSIASTIC ATTITUDE.
- GET ALONG WITH OTHERS.
- BE HONEST AND DEDICATED TO YOUR TRAINING.
- COMPLETE TRAINING REQUIREMENTS AS OUTLINED IN YOUR ASSIGNMENT'S INDIVIDUAL TRAINING PLAN.
- FOLLOW ALL ROP POLICIES AND PROCEDURES.
- FOLLOW YOUR TRAINING SUPERVISOR'S DIRECTIONS, OR DIRECTIONS GIVEN BY ANY ROP TEAM MEMBER.
- DEMONSTRATE DEPENDABILITY AND TRUSTWORTHINESS.
- BE SAFETY CONSCIOUS.

WHY DO YOU WANT TO PARTICIPATE IN ROP?

I HAVE READ THE CONDITIONS OF PARTICIPATION/JOB EXPECTATIONS AS DETAILED ABOVE AND UNDERSTAND THAT IF I ACCEPT AN ROP ASSIGNMENT, I WILL BE EXPECTED TO MEET THESE CONDITIONS OF EMPLOYMENT AT ALL TIMES,

APPLICANT'S SIGNATURE _____ TODAY'S DATE _____

MEDICAL CLEARANCE FOR ROP EMPLOYMENT TRAINING

IN ACCORDANCE WITH HEALTH LAWS REGULATING FOOD SERVERS AND HANDLERS, ALL ROP MINORS ARE REQUIRED TO OBTAIN MEDICAL CLEARANCE FROM THE MEDICAL UNIT. MINORS WHO ARE UNABLE TO BE MEDICALLY CLEARED FOR FOOD HANDLER OR SERVER POSITIONS WILL BE PLACED IN OTHER ASSIGNMENTS, AND WILL NOT BE USED AS BACKUP IN KITCHEN ASSIGNMENTS

- THIS MINOR IS **CLEARED FOR WORK AS A FOOD HANDLER OR SERVER**. HE/SHE HAS BEEN SCREENED BY THE NURSE FOR CONTAGIOUS DISEASES (, I.E. HEPATITUS, TB, ETC.)
- THIS MINOR IS NOT CLEARED FOR WORK AS A FOOD HANDLER/SERVER AND MUST BE PLACED IN ANOTHER TRAINING POSITION. **THIS MINOR IS NOT TO BE USED AS A BACKUP FOOD HANDLER.**
- THIS MINOR IS ON (MODIFIED) **RESTRICTED ACTIVITY** AND MAY NOT HAVE AN ROP JOB THAT REQUIRES HIM/HER TO:

I HAVE REVIEWED THE MEDICAL RECORDS OF MINOR _____

SIGNATURE _____ YGC RN/CCN _____ DATE _____