



Department of Justice and Public Safety
Adult Custody Services

Policy: **Food Services D7**
Effective: March 2001
Revised: December 2022

MISSION STATEMENT

Adult Custody Services is committed to providing professional practices that respect human rights and ensure safety for all. To be successful we will deliver fair practices, incorporate transparent policies and procedures, ensure independent quality assurance processes, and provide program access that allows for educational, cultural, traditional, and faith-based services as well as mental wellness and community re-entry assistance.

PURPOSE

To establish procedural guidelines for Food Services.

LEGISLATIVE AUTHORITY

[Food Safety Resources \(gnb.ca\)](http://gnb.ca)

[Canada's Dietary Guidelines - Canada's Food Guide](#)

SCOPE

This policy applies to all employees of the Adult Custody Services division of the Department of Justice and Public Safety.

POLICY GUIDELINES

All meals and portions will meet the "Canadian Dietary Guidelines", as shown at [Canada's Dietary Guidelines - Canada's Food Guide](#)

PROCEDURE

Meal Schedule

Institutions will normally follow the meal schedule recommended by the Food Services Manager.

Purchasing

Only the items appearing on the menu will be purchased, unless approved by the Superintendent or their designate.

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Equal servings

All persons:

- clients
- staff; and
- visitors

will be offered the same meal items and portion sizes, unless some alternate arrangements have been made, as the result of:

- advice from the nurse directly to food service staff; *[health]*
- advice from the Chaplain directly to food service personnel; *[religious]*
- direction from the Superintendent or designate.

Taxable benefit

Meals staff members receive are considered a taxable benefit and will be reflected on their T-4 slips. The Superintendent must approve exclusion from the meal benefit.

Fresh produce

Fresh produce, in season, will be provided where possible.

Cleanliness

Cooks will ensure that the food services unit meets all established health standards. Information available from the Department of Health will be helpful:

New Brunswick: [Food Safety Resources \(gnb.ca\)](http://www.gnb.ca)

Canada: <http://www.hc-sc.gc.ca/english/food.htm>

All kitchen personal will wear appropriate clothing, disposable hats, hair net where required, etc.

Foodstuffs stored in refrigerators/freezers will be placed in containers and covered.

Cutlery

Kitchen cutlery and cooking utensils shall be placed in a secure area and accounted for daily by the cook. Procedures may vary from institution to institution.

RELATED POLICY

G12 Food Services Workers
G21 Confidentiality of Medical Information
G25 Refusal to Eat/Hunger Strike
G33 Universal Precautions – Hand Washing
G42 Universal Precautions – Blood-borne Pathogens
Adult Institutional Policy Manual N.B



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