

**TRINITY SERVICES
GROUP, INC.**



Proposal for Food and Laundry Service



Gila County Detention Center

Bid No. 032615

May 18, 2015 - 11:00 AM

TRINITY SERVICES
GROUP, INC.



May 12, 2015

Jeannie Sgori, Contracts Administrator
Gila County Finance Department
Guerrero Complex
1400 E. Ash Street
Globe, AZ. 85501

Dear Ms. Sgori,

Trinity Services Group, Inc. is proud to submit our proposal to your RFP #032615, Food and Laundry Service for Gila County Detention Center, for the professional management of the inmate and juvenile meal and laundry service for Gila County, released April 22, 2015.

Trinity has been providing inmate meal services for over 30 years and is currently servicing nearly 700 accounts nationwide, including thirty-two (32) in the west, along with the Arizona Department of Corrections. Trinity's programs are built upon a solid foundation of operating systems and controls, strong local management, responsiveness to the customer's needs, and the ability to resolve any issue quickly and to the customer's satisfaction.

Our commitment to your staff and your inmates is to deliver superior inmate meals while maintaining safety and security at the correctional facility, as well as, provide complete, in-house laundry services.

What has always made Trinity Services Group successful, and continues today, is our commitment to partnering with our clients. Trinity realizes that the only way to establish long-term customer loyalty is by **earning** it, and this can only be accomplished by consistently meeting and exceeding your needs. This attitude has been successful time after time over the years.

We welcome any questions you may have concerning our proposal and look forward to the possibility of providing the inmate and juvenile meal services for Gila County. Please feel free to contact our representative, Don Lee at 855-616-6946 or don.lee@trinityservicesgroup.com with any questions.

I am authorized to commit Trinity Services Group, Inc. to this proposal for Gila County's inmate and juvenile meal and laundry services.

Sincerely,

A handwritten signature in black ink, appearing to read "Larry Vaughn".

Larry Vaughn
President

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Required Documents

- No Collusion Affidavit
- Certification: Intentions Concerning Subcontracting
- Legal Arizona Workers Act Compliance
- Waiver of Liability and Release Form
- Bidder Checklist & Addenda Acknowledgement
- Offer Page
- Exceptions

Executive Summary

Trinity Services Group is the largest independent, comprehensive food and commissary service provider in the corrections industry. Operating in 44 states, Puerto Rico and the U.S. Virgin Islands, Trinity is committed to providing customized, cost-savings solutions for every size and type of operation. Trinity has been operating in the correctional business for more than 30 years, and we pride ourselves on building personal relationships to better meet your needs. Our approach is distinct—a local focus backed by national resources and expertise.

Qualifications

Trinity has a network of proud and satisfied clients that champion our solution-based philosophy. Trinity provides inmate food service to 32 counties/accounts in the West. A few of our nationwide valued partnerships, with tenure, include:

- Apache County – 110 inmates for 10.5 years
- Graham County – 120 inmates and 20 juveniles for 7 years
- Mohave County – 500 inmates and 15 (as high as 30) juveniles for 13 years
- Navajo County – 275 inmates for 2 years
- Pinal County – 700 inmates and 25 (as high as 50) juveniles for 9 years.
- Yuma County – 600 inmates for 8 years
- Arizona DOC – 35,000 inmates for 28 years
- Kern County, CA – 2,750 inmates for 15.5 years
- Fresno County, CA – 3,200 inmates and 335 juveniles for 6 years

Our hard work and collaboration produce a record of demonstrated results.

***Dedicated People with a Passion for Results
Creates the Pathway to Excellence in Food Service***

We Understand—Here's Our Plan

The task of cooking and serving meals to your Jail, Juvenile Detention Center, and staff is one we are set to accomplish, but Trinity is, and offers, so much more. Trinity knows that the food service and its quality is a large part of any inmate's day and may be the only thing they have to look forward to.



We will provide a variety of food and we recognize the importance of the overall appearance of the meal. We will work together with Gila County to employ better technology and processes that will assist in the everyday operation. **YOUR** kitchen is in good hands with Trinity and you will find that we will treat it like all our facilities, **WITH PRIDE!** This will be reflected in the daily operations and will allow a seamless transition.

Our registered dietitian will keep our operations team apprised on changes to food ideas and recipes. Together, we will ensure that our cycle menu and recipes stay fresh and appetizing to everyone.

Emergency aide. The Trinity team consists of 401 food service and support personnel working within the state of Arizona. Any one of these employees would be available to support Gila County if there was any type of emergency. In fact, our nearest facility that would be available to support Gila County is ASPC Globe. This facility is only a few miles away and currently employs approximately four Trinity employees. In addition to these employees, Trinity has over 100 employees currently working in Pinal County who can also support your account, if necessary. Furthermore, if a catastrophic event occurs at the Gila County kitchen facility, the ASPC Globe facility could possibly be used to produce your meals during any required restoration period.

The Trinity team fully understands the value of your business. Our team recognizes the significance of communication and, at Trinity, we pride ourselves on keeping you, our client and partner, informed and involved in the successful operation of the food service operation.

We will treat Gila County like you are our **ONLY** business. This “One Customer” approach engages the resources, process and systems of a national company applied with a singular focus on your facility. Our Food Services Operation Plan has been carefully developed based on *what is important to you* and includes:

- The largest correctional food service work force in the state of Arizona, with ample personnel available for back-up
- Delivering a high quality food service that can be audited against established nutritional and health standards
- Maintaining food service standards as established by ACA, ADC, ADE, NCCHC and the National Academy of Sciences Institute of Medicine
- Meals that are nutritious and served in a manner that makes them wholesome and palatable— basically, operating a food service program in a humane manner with respect to the inmates’ right to basic health and nutritional standards
- Meals that include only USDA grade acceptable meats, poultry, and vegetables
- A properly trained and experienced Food Service Manager and employees to oversee the operation of the kitchen
- Our Distribution Center/Stocking Facility for the delivery of all our product, which is located in Tempe, Arizona
- Ongoing training for both jail staff and inmates
- A discussion of staff meals, if desired
- Trinity Take-Out – Inmate Behavior Modification Tool through Fresh Food, if desired

Our approach for feeding your inmates is a responsibility that we do not take lightly. The pressure from managing a sometimes challenging inmate population tends to create stress on correctional officers. The quality of our service will be one less thing for your staff to be concerned with.

Not only does Trinity provide exemplary Food and Commissary Services to the corrections industry, but also **provides exemplary Laundry Services** as well. We understand Gila County's requirements for laundry service and have developed an operational plan that includes an effectively trained on-site staff and supplying County approved chemicals, commodities, and cleaning supplies while adhering to infection control standards per CDC and county guidelines. Our sole focus is to make a seamless transition without any interruption to the operational efficiency of the facility—delivering the highest level of quality and service that the corrections industry has benefited from over the last 30 years!

High Quality Standards and Professional Integrity Yield Positive Results from Day One

Right People in the Right Positions

Working in a jail kitchen requires a certain skill set that includes tact, diplomacy, resilience, flexibility, sacrifice, and dedication, along with many others. These are the qualities in people that we search for and hire.

Your account will benefit from direct, hands on Executive level involvement. **Mark Horneffer is the District Manager** with responsibility for your account. Mark has 17 years of experience in the correctional food service industry and a stellar record of compliance. His attention to detail ensures that your facility's food service will run efficiently and effectively, every minute of every day. **Laura Donnelly, our Registered Dietitian**, has 17 years of dietitian experience and has been actively working with Trinity for eight years. Laura is currently responsible for menu and diet development along with the compliance for the USDA National School Lunch Program. This includes the menus for your inmates and juveniles in addition to all medical and religious diets. **Victor Rendon, Vice President of Operations**, has 30 years of experience in the correctional inmate food service industry and has the responsibility for the Western United States. The experiences of these key people, and of the other team members they will assemble, will more than meet the needs of this project and provide unparalleled service for your facility.



Train to Ingrain

Employees are provided the proper tools to achieve and they perform the job with expertise and confidence. Training is an investment that provides your facility with the best, most capable staff. Our associates are critical to our success, which is why we have a dedicated Regional Director who will personally train our team members at the time of transition, as well as on-going and refresher training.

Our Inmate training programs provide the inmate with the skills to perform assigned tasks in a consistent manner. Inmates are a vital part of the equation in a successful food service program and it is imperative that, when assigned a task, they understand that task and what is expected of them. Trinity's **WORK FEED SUCCEED** Program is a comprehensive, hands-on approach to teaching pre-screened inmates specific and usable skills in the food service industry. This vocational approach educates and trains offenders to **WORK** in a commercial kitchen environment, **FEED** their peers and ultimately **SUCCEED** in a professional food service environment upon their release.

The objective is to build a bridge with training, certification, and life skills—providing a pathway to achievement. It's important to train offenders on how to do a job, but the real test is how and where those abilities transfer to success in the marketplace. This partnership is both an opportunity and a promise for **WORK FEED SUCCEED** program graduates. Trinity also has the ability to assist in using a resort placement service/company to help the rehabilitated individuals to work and support themselves in an active business environment. This company has four resort locations within the state of Arizona.

Conclusion

Providing successful services to correctional facilities is dependent upon the management we provide, and our versatility, innovative thinking, and willingness to think outside the box. These reasons, and our ability to earn your loyalty by consistently meeting and exceeding your needs, will help build a long-term successful working relationship with Gila County Sheriff's Office and other County offices.

Trinity affords you, the customer, the best trained staff, which in turn provides Gila County with superior tools, support, backup, systems and accountability through a detailed report and audit trail. Trinity's synergistic approach affords the best overall operation, value, and price for Gila County.

Developing a long-term successful working relationship with Gila County Sheriff's Office and other County offices

Pathway to Excellence Every Minute of Every Day

QUALIFICATION AND CERTIFICATION FORM

EXHIBIT "D" Bidder Qualifications and Reference List

Purpose

This exhibit shall serve as a requirement to enable the evaluation team to assess the qualifications of Firms under consideration for final award.

The information may or may not be a determining factor in award.

Contract Number 032615 Food and Laundry Service for Gila County Detention Center

The applicant submitting this Proposal warrants the following:

1. Name, Address, and Telephone Number of Principal Firm:

Trinity Services Group, Inc.

477 Commerce Blvd.

Oldsmar, FL 34677

2. Has Firm (under its present or any previous name) ever failed to complete a contract? _____ Yes No. If "Yes", give details, including the date, the contracting agency, and the reasons Firm failed to perform in the narrative part of this Contract.
3. Has Firm (under its present or any previous name) ever been disbarred or prohibited from competing for a contract? _____ Yes No. If "Yes", give details, including the date, the contracting agency, the reasons for the Firms disqualification, and whether this disqualification remains in effect in the narrative part of this Contract.
4. Has a contracting agency ever terminated a contract for cause with Firm (under your firm's present or any previous name)? _____ Yes No. If "Yes", give details including the date, the contracting agency, and the reasons Firm was terminated in the narrative part of this Contract.
5. Firm must also provide at least the following information:
- A brief history of the Firm.
 - A Cost Proposal shall be submitted on the Price Sheet, attached hereon and made a full part of this contract by this reference.
 - A list of previous and current customers, which are considered identical or similar to the Scope of Services described herein; shall be submitted on the Reference List, attached hereon and made a full part of this contract by this reference.
 - List the specific qualifications the Firm has in supplying the specified services.
 - A list of any subcontractors (if applicable) to be used in performing the service must accompany the Proposal. The subcontractors ROC, contact name and phone # must be included.
 - Gila County reserves the right to request additional information.
 - Sealed list of equipment used in performing the services must accompany proposal.

REQUEST FOR SEALED PROPOSALS
BID NO. 032615

Qualification & Certification continued....

6. **Firm Experience Modifier (e-mod) Rating in Arizona:** _____
(If Applicable)

A method the National Council on Compensation Insurance (NCCI) uses to measure a business' computed loss ratio and determine a factor, which when multiplied by premium, can reward policyholders with lower losses. E-mod rate may be a determining factor in bid award.

7. **Current Firm Business License Number:** Will request upon award
(If Applicable)

8. **Firm must provide copies of all required Arizona Certifications in performing the scope of services provided in this request for proposals.**



Signature of Authorized Representative

David M. Miller

Printed Name

Chief Operating Officer

Title



Gila County, AZ
Board of Supervisors
Gila County Finance Department
Guerrero Complex
1400 East Ash Street
Globe, AZ 85501

May 11, 2015

Re: Authority to sign
Request For Sealed Proposals
Bid No. 032615

To whom it may concern:

As General Counsel for Trinity Services Group, Inc., this will confirm that any of the following individuals are authorized to sign the proposal submitted in response to the referenced Request For Sealed Proposals:

Larry G. Vaughn, President, or
Christopher C. Alberta, Chief Executive Officer, or
David Miller, Chief Operating Officer.

Very truly yours,

Stephen A. Hould, Esquire
General Counsel
Trinity Services Group, Inc.

Attest:

Elaine Isenberg, Assistant Secretary

Seal

STATE OF FLORIDA
COUNTY OF PINELLAS

The foregoing instrument was acknowledged before me by Elaine Isenberg, Assistant Secretary for Trinity Services Group, Inc., this 11th day of May, 2015.

Seal


Notary Public



ARIZONA CORPORATION COMMISSION

February 19, 2013

C T CORPORATION SYSTEM
2390 E CAMELBACK RD
PHOENIX, AZ 85016

RE: TRINITY SERVICES GROUP, INC.
File Number: F18083074

We are pleased to notify you that the Application for Authority to transact business or conduct affairs in Arizona for the above-referenced entity **HAS BEEN APPROVED**.

You must publish a copy of the Application for Authority. The publication must be in a newspaper of general circulation in the county of the known place of business in Arizona for three consecutive publications. A list of acceptable newspapers is posted on the Commission website, www.azcc.gov/Divisions/Corporations.

Publication must be completed **WITHIN 60 DAYS** after February 19, 2013, which is the date the document was approved for filing by the Commission. The corporation may be subject to revocation of authority if it fails to publish. You will receive an Affidavit of Publication from the newspaper, and you may file it with the Commission.

Corporations are required to file an Annual Report with the Commission. Your Annual Report is due on 02/07/2014, and on the anniversary of that date each subsequent year. It is your responsibility to file the corporation's Annual Report by the deadline each year. No reminders will be sent. You can visit our website at www.azcc.gov/divisions/corporations to electronically file your annual report. You can also complete the form online, print it out and mail it in, or you can call the Annual Reports section at 602-542-3285.

Corporations must notify the Commission immediately, in writing, if they change their corporate address, statutory agent, or statutory agent address. Address change orders must be signed by a duly authorized corporate officer. A forwarding order placed with the U.S. Postal Service is not sufficient to change your address with the Commission.

We strongly recommend you periodically monitor your corporation's record with the Commission, which can be viewed at www.azcc.gov/Divisions/Corporations. If you have questions or need further information please contact us at (602) 542-3026 in Phoenix, or Toll Free (Arizona Residents only) at 1-800-345-5819.

CF:07
REV. 01/2009

Experience and Reputation

Company History



TRINITY SERVICES
GROUP, INC.

Trinity was formed in August 1990 to provide food service management in institutional and correctional environments. From our base in the Tampa Bay, Florida area, Trinity grew rapidly as word of its focus on quality and responsiveness spread. By 1995, Trinity had become the predominant correctional food service contractor in the region. In April 2000, Trinity became a wholly owned subsidiary of Compass Group and continued to operate with all personnel intact. As a member of Compass Group, Trinity continued to focus its efforts on growing the business.

More than 3,300 team members are dedicated to the corrections market and the management of more than 10,000 inmate workers to produce meals. This experience with facilities across the nation has enabled us to develop a thorough understanding of providing menus that meet the national standards for Recommended Daily Allowances (RDA) and special diets. Our nationwide food network also ensures our ability to deliver cost efficiencies to our clients.

In 2012, a capital investment group acquired Trinity Services Group and merged its name, as well its resources, programs, systems, and people with Canteen Correctional Services, another regional division of Compass Group, creating a nationwide company that focuses on our core business, the corrections industry. The combination of these two divisions gave Trinity more than 30 years experience in the Corrections industry!

Trinity has approximately 1000 clients across the United States. Clients include county and city agencies, statewide Departments of Correction, partnerships with private corrections providers, rehabilitation sites for alcohol treatment, Meals on Wheels and Senior Nutritional programs, and homeless shelters. These types of facilities allow us to expand our service knowledge, enhance problem-solving expertise, and develop innovative solutions for our clients. Our annual revenue is over \$500,000,000.

In 2014, Trinity acquired Swanson Services Corporation and Prevatek Corporation, further strengthening our position as a leader in the Correctional Commissary industry, with almost

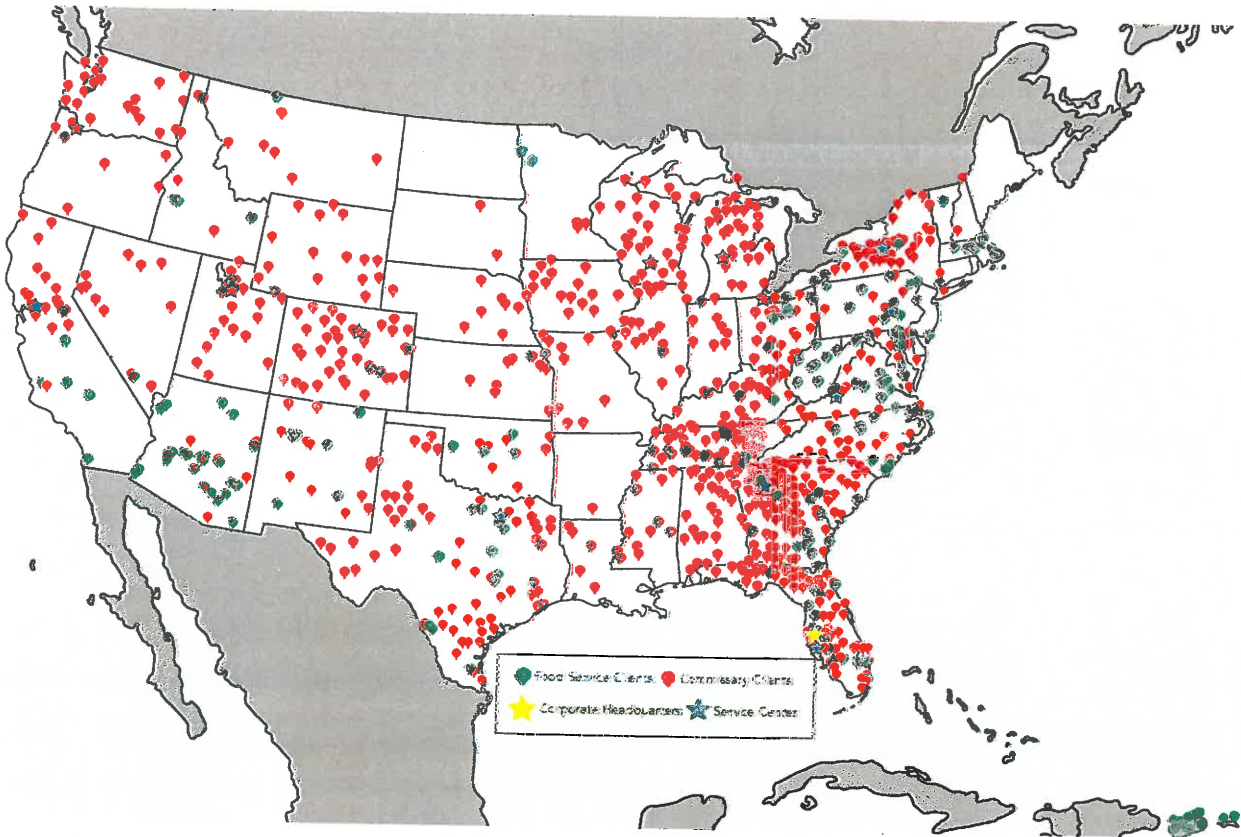
700 operating units. As a result of our combined resources, and outstanding organic growth Trinity is serving approximately 475,000 inmates in 44 states, Puerto Rico and the Virgin Islands each day.

Trinity is a member of the American Correctional Association, American Jailers Association, National Association of Deputy Wardens, National Sheriff's Association, and various state and county sheriff associations across the nation.

Trinity serves approximately 475,000 inmates in 44 states, Puerto Rico and the Virgin Islands, each day. We serve over 20 million meals per month, and are on track to serve a quarter BILLION meals this year!



Trinity Locations



OUR VISION

**To be the industry's best team,
delivering innovative solutions
and profitable relationships.**

*Our Vision statement is a goal for all of
us to continually work toward an ongoing
statement about our future goals.*

OUR MISSION

**We are committed to consistently
delivering quality support services
and products to correctional facilities
for the shared benefit of our Team
Members, Customers, and Partners.**



REQUEST FOR SEALED PROPOSALS
 BID NO. 032615

PRICE SHEET

Please complete price sheet in its entirety. Cost proposed equals 50% of evaluation criteria as noted on page 8 of bid packet.

Firm Name: Trinity Services Group, Inc.

Phone No.: Don Lee: 855-616-6946

FOOD SERVICE MEAL RATES			
Daily Meal Average	Globe D.C. Meal Rates	*Juvenile Meal Rates	**Substation Meal Rates
1 – 50 Meals	\$ <u>3.436</u>	\$ <u>2.20</u>	\$ <u>3.436</u>
51 – 83 Meals	\$ <u>2.928</u>	\$ _____	\$ <u>2.928</u>
84 – 117 Meals	\$ <u>2.118</u>	\$ _____	\$ <u>2.118</u>
118 – 150 Meals	\$ <u>1.720</u>	\$ _____	\$ <u>1.720</u>
151 – 183 Meals	\$ <u>1.495</u>	\$ _____	\$ <u>1.495</u>
184 + Meals	\$ <u>1.348</u>	\$ _____	\$ <u>1.348</u>
Cost per one (1) Sack Lunch \$ <u>1.85</u>			

Gila County Detention Center Location: 1100 South Street, Globe, Arizona 85501

All meals shall be made at the Gila County Detention Center location in Globe.

*Meals for the Substation shall be premade and frozen by the Firm for transport by County staff to the Payson location.

**Meals for the Juvenile Detention Center shall be made by the Firm and delivered by County staff to the Juvenile Detention Center.

REQUEST FOR SEALED PROPOSALS
 BID NO. 032615

Price Sheet continued....

LAUNDRY SERVICE RATES	
Items are listed as follows, but not limited to:	
<ul style="list-style-type: none"> ▪ Kitchen Supplies ▪ Cleaning Supplies ▪ Inmate Bedding ▪ Inmate Clothing 	*WEEKLY RATE
*Cost based on an average of 169 inmates per day.	\$ <u>530.16</u>

Intentions Concerning Staff: (10% of evaluation criteria) Describe your intentions concerning retention of existing staff. Weight will be given to bidders that intend to minimize turnover of existing staff or adequately explain how use of new staff will provide better service.

Transitioning County Employees

Trinity is an employer of choice. We dedicated ourselves to people – ours, yours, and your population. We work diligently so that every customer is completely satisfied – every day of the year. Our success hinges on three things: great people, our passion for great service, and performance standards that deliver great results. Together, these elements help create and sustain leadership for our company and our clients.

Trinity will conduct interviews to validate the skills and experience of the current County Employees and retain them including management, if the county has no objections. Transitioning established employees ensures a efficient and successful implementation—a pathway that leads to a seamless and relatively undetectable transition.

All new Trinity employees participate in training programs that continue every month—keeping critical processes in the forefront and helping them become active participants in ensuring your facility is a safe, secure, and an efficient place to work.

Trinity’s pay rates and benefit package are excellent. We offer our staff medical, dental, vision, short and long term disability, and additional benefits at favorable rates. As such, we expect our staff to be responsible, productive, and security and safety conscious, wear clean, company branded uniforms, and participate in training programs.

It is Trinity’s policy to provide Equal Employment Opportunity to all team members and applicants without regards to race, color, religion, national origin, sex, sexual orientation, marital status, pregnancy, age, physical or mental disability, genetic information, veteran status, or any other protected status.

REQUEST FOR SEALED PROPOSALS
BID NO. 032615

REFERENCE LIST

These references are required to enable the evaluation team to assess the qualifications of the Firm under consideration for final award. (Experience = 40% of evaluation criteria.)

References

Please list a minimum of three (3) references for contracts of similar size and scope as this Request for Proposals during the past twenty-four (24) months, in or as close to Gila County as possible. Bidder may also attach up to ten additional pages describing relevant experience.

1. **Company:** Graham County Jail, Eastern Arizona Regional Juvenile Detention
Contact: Jail Commander Tim Graver Juvenile Administrator- Charles Gatwood
Phone: 928-428-3141 928-428-5300
Address: 523 Tenth Ave. Safford AZ 85546

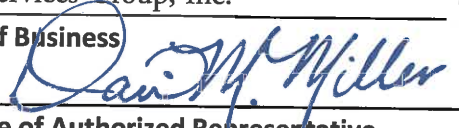
Job Description: Food Service for 120 inmates and 20 juveniles for 7 years.
Trinity Take-Out Program

2. **Company:** ASPC Globe
Contact: Deputy Warden Reuben Montano
Phone: 928-425-8141
Address: 1000 Fairgrounds, Globe, AZ 85501

Job Description: Food Service for 350 inmates

3. **Company:** Pinal County Detentions, Pinal Juvenile Detention
Contact: Commander Jayme Valenzuela
Phone: 520-866-5012
Address: 971 N. Jason Lopez Circle, Florence, AZ 85132

Job Description: Food Service for 700 inmates and 25 (as high as 50) juveniles for 9 years.

Trinity Services Group, Inc.
Name of Business

Signature of Authorized Representative
David M. Miller, Chief Operating Officer
Title

REFERENCE LIST

These references are required to enable the evaluation team to assess the qualifications of the Firm under consideration for final award. (Experience = 40% of evaluation criteria.)

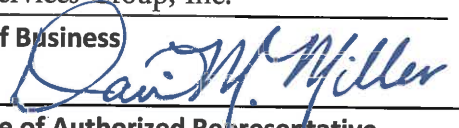
References

Please list a minimum of three (3) references for contracts of similar size and scope as this Request for Proposals during the past twenty-four (24) months, in or as close to Gila County as possible. Bidder may also attach up to ten additional pages describing relevant experience.

1. **Company:** Yuma County Jail
Contact: Lieutenant Joe Lackie
Phone: 928-782-9871 ext 33254
Address: 141 S. Third Ave., Yuma, AZ 85364
Job Description: Food Service for 600 inmates for 8 years.
Trinity Take-Out Program

2. **Company:** _____
Contact: _____
Phone: _____
Address: _____
Job Description: _____

3. **Company:** _____
Contact: _____
Phone: _____
Address: _____
Job Description: _____

Trinity Services Group, Inc.
Name of Business

Signature of Authorized Representative
David M. Miller, Chief Operating Officer
Title

Specific Qualifications

Operation Plan

We will provide food and in-house laundry services, materials, and supplies for the Gila County Detention Center as stated in the RFP, Bid No. 032615.

Trinity will provide a high quality, on-site, safe and secure food service program for all Gila County inmates and juveniles. Our program includes providing all food items, food service items, and janitorial/cleaning supplies. We will provide inmate and juvenile meals in the manner that makes them visibly pleasing and palatable. They will be served with appropriate condiments, served at the appropriate temperatures, and meet or exceed American Correctional Association (ACA) standards. We will perform routine cleaning and housekeeping of the food service preparation and storage areas and continually maintain sanitation standards as required by applicable state and local regulations.

In addition, Trinity will provide in-house laundry services that includes the washing, drying, and folding of linens, bedding, and inmate clothing, cleaning supplies, adequate staff, and cleaning, sanitizing, and maintaining equipment. This service will be coordinated with the facility on a daily and weekly schedule to fit the facility's needs.

Trinity's vast experience in Correctional feeding programs has refined our operating procedures such that we can efficiently and cost effectively provide a quality food service program. We have registered dietitians on staff who develop our menus and meal plans to meet county and Federal specific dietary requirements. We have a procurement team that is in pursuit of providing quality food and supplies needed to prepare and distribute the meals. And, our management and

kitchen staff is qualified and trained in the duties of meal preparations and distribution. We are confident that, together, we can establish a meal program that works within the constraints of the County's kitchen(s).

Critical Components of our Food Service Operation

Our meals will meet the standards and guidelines as defined in the RFP. In addition, we will meet the following standards:

Facility: our Staff will use the procedures you have established as a benchmark for your operation. The standards set forth under A.R.S. Title 36, Arizona Administrative Code Title 9, and the Arizona Department of Public Health, Office of Environmental Health and Food Safety standards will be met while providing food services to Gila County. We will offer suggestions for improvements in cases where our own procedure may amend the security and quality of your food service operation.

ACA: our Standard Operating Procedures for food service is designed, at a minimum, to meet ACA Standards. As it relates to laundry service, Trinity is committed to maintaining and operating daily under these guidelines.

NCCHC: our menu is designed to satisfy the dietary guidelines for adults and is nutritionally adequate for incarcerated adults.

HACCP: our Staff is trained to understand the specific hazards of food handling and the prevention necessary to ensure food safety.



Menu Development

Cycle Menus: a 28-day (4-week) Cycle Menu is included and was developed to meet your requested daily nutritional goals, as well as applicable standards. Trinity's juvenile menus will be in compliance with the USDA National School Lunch and Breakfast Standards as required by your facility. Our dietitians use USDA Compliant Nutrition Software to analyze menus for juvenile programs and ensure compliance.

Special Diets: menus will follow the regular menus as closely as possible with the modifications necessary to meet the specific restriction. For more complex cases or special reviews/audits, our dietitian is on call or available for direct visits to your facility.

Holiday Meals: per your request, a minimum of 12 Holiday meals will be served on your predefined days.

Dietitians: our Regional Dietitians design and develop our menus to provide tasty, appetizing, wholesome quality food. They will regularly review the implemented menus and will provide special diet menus and substitution guidelines as needed to satisfy the requirements of medical and/or religious diets. Our dietitians also assist clients with Administrative Reviews to ensure menu compliance with USDA.

Flexibility and Variety: we will consult with your facility for approval on any menu substitutions, as well as any requests for menu changes that could be advantageous to the operation.

Product Specifications: we will meet or exceed your required product standards. Our product lines are in use and successful every day, in hundreds of operations across the country.

Production System: NetMenu® from cbord, a web-based, back-of-the-house food service management tool that enables our staff to instantly update standards and share common recipes, menus, and settings across all of our operations, as well as access nutritional information, manage inventory and purchasing, and generate production reports.

Production cooking: we will stage product 2-3 days out for 9 meals. This assures the facility that all products are in house and no substitutions are needed. Plus, we will monitor and follow the recipes to ensure proper yields are obtained—making sure that all inmates are fed and are fed the same meal.

Purchasing Programs: our pre-established network of approved suppliers follow and meet HACCP guidelines and are fully familiar with the quality of products Trinity uses in our daily operations, as well as the frequencies of deliveries and quantities needed.

Staff Meals

We would like to offer an enhanced food service program to your staff and officers that will promote nutritional value. Together, we can collaborate on your staff's preferences and build a menu that will be beneficial to your staff. We have other programs available (and in use at other facilities) that include a hot/cold line with a salad bar and a cook-to-order snack bar style service.

Meal Ordering and Delivery

Our Staff will prepare meals according to the meal count provided by the facility before each meal service, as well as be responsiveness to last minute needs such as sacks and late arrivals. We will prepare meals using the cook-serve method; consistently portioning food items on the serving line into individual, thermal trays and load them onto appropriate meal carts for delivery by housing location. Diet trays will be labeled according to inmate, type of diet, and housing location.

Meals delivered to the Payson and Juvenile facilities, will be package for safe and secure transport. Using a hand operated packaging system, we will seal each meal in biodegradable, paper based packaging, creating a tamper evident seal while providing sealed compartments (no cross contamination) that are easy to open.

The Meal Delivery Schedule will be in accordance with the facility's meal serving times.

*Biodegradable,
Paper Based
Packaging*



Hand Operated Packaging System

Catering and Special Events

Catering and Special Events for the County could include Breakfast, Lunch, Dinner, cookies, pastries, celebrations cakes, or a customized package. Our on-site staff will freshly prepare food items. Serving tables will be setup with tablecloths, attractive centerpieces, garnishes, and can be very simple or elaborate. We will use warming bins or ice to ensure food is served at the appropriate temperature. We will review the needs of each specific occasion and mutually agree on an acceptable plan and cost.

Sufficient Staff

We will provide adequate staff to oversee and service all aspects of the food and laundry service to maintain an efficient, safe, and secure operation. They will supervise the inmate workers and ensure food safety parameters and kitchen sanitation. Our wage and benefit structures are designed to attract and maintain a quality workforce. Staff key components:

- District Manager Support
- Detailed Job Descriptions
- Competitive Wage and Benefit Programs
- ServSafe Training (required for all Trinity Staff)
- In-Service Training
- Human Resources Support
- Employee Recognition

Inmate Labor

Per RFP specifications, we will use inmates for food preparation, to serve/tray-line meals, and perform sanitation and cleaning of the kitchen, and equipment. They will be assigned a position and provided with the proper training, orientation, and supervision they need to be effective in food safety, personal hygiene, basic sanitation, food handling, etc.



Quality Assurance

We will prepare and serve food that meets or exceeds the terms of this proposed agreement, as well as ACA food service industry standards.

Quality Assurance factors include:

- Food Safety – portion control, temperature control, recipe adherence, and conversion
- [Computerized] Food Production System – proper meal count forecasting, preparation, and product pull schedules
- Security Procedures – log procedures for chemicals, sharps, refrigeration, keys, and utensils
- Sanitation – routine cleaning schedules, and regular inspections to monitor and correct any deficiencies
- Safety in the Workplace – open and close checklists, regular safety training meetings, and award incentives for safety champions
- Regulating Agency Compliance – inspection preparation programs and procedures
- Inventory – product accountability, proper product labeling, storage, and stock rotation – first in-first out.
- Frequent District Manager visits – similar to audits, these visits are performed routinely and designed to document areas that need to improve before the next visit and are always shared with the facility.

In addition, we have a full complement of Policy and Procedure Manuals for use in our kitchen operations. This list includes:

- Personnel
- Employee Training
- Purchasing
- Production
- Safety

Billing Procedures

We will prepare and forward monthly food service statements and weekly laundry service statements to the County. The food statements will reflect the exact number of meals served, while the laundry statements will reflect a fixed amount.

Our “transparent philosophy” translates to providing any back up material you required to ensure an easy and open audit trail exists.

Communication

You will receive a complete contact list of all applicable support levels in our organization. Our Food Service Director will collaborate with the County to establish an emergency call-in procedure in the event of an emergency or failure to report, will become a liaison to your facility’s management team, and will attend regularly scheduled meetings with your administration, when permissible.

Problem Resolution

Routine client surveys allow us to receive feedback on how we are doing—making sure we are in sync with your priorities. Should problems or concerns arise, we prefer to resolve them as quickly as possible to a mutual satisfaction. We will follow your established policies on complaint resolution, or together, we can develop a plan that meets with your approval.

Our District Manager performs a very in-depth, yearly audit to ensure contract compliance and that all county, state, and federal regulations standards are met and exceeded.

Menus

Trinity's menus will meet the daily requirements specified in the RFP. In addition, we will prepare meals for traditional holidays, special medical and religious diets, and lockdown meals as required by the RFP. In addition, Trinity uses Child Nutrition (CN) Labeled or CN Certified products for Juvenile menus.

Food Product Safety and Quality

Trinity Services Group aggressively supports all procurement programs and processes in pursuit of providing the safest and highest quality product to our clients.

The Procurement team recruits, retains, and deploys qualified professionals to ensure best-in-class vendor and product certification with all stakeholders. The team monitors the cost and delivery performance through proprietary key operating indicators.

Supplier Approval Process

Trinity has identified the safety of incoming goods as a critical point in all unit-level HACCP plans and programming. Our pursuit of vendor certification is an essential program critical to all of our operators. A fundamental requirement of our HACCP plan is that product purchases are only from a Trinity Services Group approved supplier. All opportunity buys or "spot buys" facilitated through our distribution chains are first checked for quality. In addition, all products are USDA inspected Grade B or better. All distribution suppliers follow and meet HACCP guidelines.

The centerpiece of the Trinity vendor QA certification is our requirement of an independent, professional assessment of supplier facilities and operating standards, and validation of their compliance with applicable regulatory requirements to ensure compliance with Trinity expectations. A third-party-conducted "Good Manufacturing Practices," "Warehouse and Distribution Center," or "Good Agricultural Practices" audit is required to be submitted for review (the audit type is dependent upon the nature and scope of the supplier's business). Trinity QA expectations are met if the supplier achieves an acceptable result.

Vendor Complaint / Issue Resolution Process

Trinity Services Group has a dedicated and robust vendor complaint process. If a unit has an issue with a product, they are trained to reach out immediately to their District Manager. The District Manager then completes a vendor complaint form and sends to the Procurement team. Procurement then takes swift and appropriate action to investigate the complaint.

The Procurement team closely monitors the USDA, FDA, and other product safety related websites daily for product recall and withdrawal announcements. Our manufacturer and distributor partners also notify us of recalls/withdrawals.



Minimum Food Specifications

Meat/Seafood

All meats, meat products, poultry, poultry products, and fish must be government inspected.

- Beef shall be USDA inspected
- Pork shall be U.S. inspected
- Poultry shall be USDA inspected
- Seafood packed under Federal Inspection (PUFI); frozen fish must be a nationally recognized brand

Dairy Products

All dairy products must be U.S. government inspected.

- Fresh eggs, USDA Grade A or equivalent, 100% candled
- Frozen eggs, USDA inspected
- Milk, pasteurized Grade A

Fruits and Vegetables

- Fresh fruits and vegetables selected according to written specifications for freshness, quality, and color; U.S. Grade B
- Canned fruits and vegetables selected according to requirements, U.S. Grade B or Fancy. Fruits will be packed in light syrup or water
- Frozen fruits or vegetables shall be U.S. Grade B Choice or better

Baked Products

Bread, rolls, cookies, pies, cakes, and puddings either prepared or baked on premises or purchased on a quality level commensurate with meeting USDA breakfast and lunch requirements as applicable.

Staple Groceries

Staple groceries to be of a quality commensurate with previously listed standards.



Adult Cycle Menus

Trinity Services Group Weekly Adult Menu Gila County Adult Jail

Menu Week 1 Proposed: May 2015

State: ARIZONA

	Meal # 1		Meal # 4		Meal # 7		Meal # 10		Meal # 13		Meal # 16		Meal # 19	
	THURSDAY		FRIDAY		SATURDAY		SUNDAY		MONDAY		TUESDAY		WEDNESDAY	
B	Hot Cereal, sweetened	1 Cup	Hot Cereal, sweetened	1 Cup	Hot Cereal, sweetened	1 Cup	Hot Cereal, sweetened	1 Cup	Hot Cereal, sweetened	1 Cup	Hot Cereal, sweetened	1 Cup	Hot Cereal, sweetened	1 Cup
R	Pancakes, 4"	3 Each	Scrambled Eggs	3 FZ	Breakfast Meat Gravy	1 Cup	Scrambled Eggs	3 FZ	Pancakes, 4"	3 Each	Scrambled Eggs	3 FZ	Breakfast Meat Gravy	1 Cup
A	Syrup	1/4 Cup	Hash Brown Potatoes	1 Cup	(1 OZ Meat)		Hash Brown Potatoes	1 Cup	Syrup	1/4 Cup	Hash Brown Potatoes	1 Cup	(1 OZ Meat)	
K	Sausage Patty	2 WZ							Sausage Patty	2 WZ				
F			Biscuit 1/54	1 Each	Biscuit (1/54)	2 Each	Biscuit 1/54	1 Each			Coffee Cake	1/54 Each	Biscuit (1/54)	2 Each
A			Jelly	1 Tbsp			Jelly	1 Tbsp						
S	Margarine w/Vit A#	1 Tbsp	Margarine w/Vit A#	1 Tbsp	Margarine w/Vit A#	1 Tbsp	Margarine w/Vit A#	1 Tbsp	Margarine w/Vit A#	1 Tbsp	Margarine w/Vit A#	1 Tbsp	Margarine w/Vit A#	1 Tbsp
T														
	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup
	Meal # 2		Meal # 5		Meal # 8		Meal # 11		Meal # 14		Meal # 17		Meal # 20	
L	T Hot Dogs (10/1)	2 Each	Breaded Chicken Patty	3 WZ	Chili Mac Casserole	1 1/2 Cup	Salisbury Patty	3 WZ	Turkey Roll	3 WZ	Meat Sauce	3/4 Cup	Turkey Salami	3 WZ
U	Mustard	1 Tbsp	Poultry Gravy	1/4 Cup	(2 OZ Meat)		Brown Gravy	1/4 Cup	Sliced Cheese	1 WZ	(2 OZ Meat)		Sliced Cheese	1 WZ
N	Enriched Bread	2 Slice	Mashed Potatoes	1 Cup			Herbed Noodles	1 Cup	Enriched Bread	4 Slice	Pasta Noodles	3/4 Cup	Enriched Bread	4 Slice
C	Potato Salad	1 Cup	Carrots (Vit A)	1/2 Cup	Corn	1/2 Cup	Green Beans	1/2 Cup	Mustard	1 Tbsp	Glazed Carrots	1/2 Cup	Mustard	1 Tbsp
H	Ketchup	1 FZ			Green Salad	1/2 Cup			Salad Dressing	1 Tbsp	Tossed Salad	1/2 Cup	Salad Dressing	1 Tbsp
	Baked Beans	1 Cup	Enriched Bread	2 Slice	with Dressing	1 Tbsp	Enriched Bread	2 Slice	Macaroni Salad	1 Cup	with Dressing	1 Tbsp	Pasta Salad	1 Cup
			Margarine w/Vit A#	1 Tbsp	Cornbread	1/54 Slice	Margarine w/Vit A#	1 Tbsp			Dinner Roll	2 WZ		
	Cake	1/54 Slice	Cookies	2 Each	Margarine w/Vit A#	1 Tbsp	Margarine w/Vit A#	1 Tbsp	Frosted Cake	1/54 Slice	Margarine w/Vit A#	1 Tbsp	Puttiding	1/2 Cup
	Fruit Drink with Vit C	1 Cup	Fruit Drink with Vit C	1 Cup	Gelatin Dessert	1/2 Cup	Canned Fruit	1/2 Cup	Fruit Drink with Vit C	1 Cup	Cookies	2 Each	Fruit Drink with Vit C	1 Cup
					Fruit Drink with Vit C	1 Cup	Fruit Drink with Vit C	1 Cup						
	Meal # 3		Meal # 6		Meal # 9		Meal # 12		Meal # 15		Meal # 18		Meal # 21	
D	Meat Sauce	3/4 Cup	Burrito Mix (meat & bean)	1 Cup	Spanish Rice/Meat	1 1/2 Cup	Sweet & Sour Chicken	1/2 Cup	Country Stew/Veggies	3/4 Cup	Meatloaf	3 WZ	Chili con Carne/Beans	3/4 Cup
I	(2 OZ Meat)		Flour Tortilla, 6"	1 Each	(2 OZ Meat)		(2 OZ Meat)		(2 OZ Meat)		Brown Gravy	1/4 Cup	(2 OZ Meat)	
N	Pasta Noodles	3/4 Cup	Steamed Rice	1 Cup			White Rice	1 Cup	Noodles	1 Cup	Mashed Potatoes	1 Cup	Steamed Rice	1 Cup
E	Green Beans	1/2 Cup	Mexi-Corn	1/2 Cup	Pinto Beans	1 Cup	Mixed Vegetables (Vit A)	1/2 Cup	Green Peas	1/2 Cup	Peas & Carrots (Vit A)	1/2 Cup	Corn	1/2 Cup
R	Tossed Salad	1/2 Cup			Combread	1/54 Slice	Enriched Bread	1 Slice	Combread	1/54 Slice	Biscuit	1/54 Each	Garden Salad with	1/2 Cup
	with Dressing	1 Tbsp	Shredded Lettuce	1/4 Cup	Margarine w/Vit A#	1 Tbsp	Margarine w/Vit A#	1 Tbsp	Margarine w/Vit A#	1 Tbsp	Margarine w/Vit A#	1 Tbsp	Dressing	1 Tbsp
	Dinner Roll	2 WZ	Salsa	1 Tbsp	Cookies	2 Each	Cake	1/54 Each	Puttiding	1/2 Cup	Canned Fruit	1/2 Cup	Combread	1/54 Slice
	Margarine w/Vit A#	1 Tbsp	Puttiding	1/2 Cup	Fruit Drink with Vit C	1 Cup	Fruit Drink with Vit C	1 Cup	Fruit Drink with Vit C	1 Cup	Fruit Drink with Vit C	1 Cup	Margarine w/Vit A#	1 Tbsp
	Cookies	2 Each											Gelatin Dessert	1/2 Cup
	Fruit Drink with Vit C	1 Cup	Fruit Drink with Vit C	1 Cup									Fruit Drink with Vit C	1 Cup

*Items designated by "FZ" are volume measurements. *Items designated by "WZ" are weighted measurements. *Menus are subject to change without notice due to product availability, production problems or security concerns. *One each salt & pepper packets served with meals as needed.
#Margarine and sugar are used in recipes and SOPs and may not appear on tray. * = Raw, precooked weight

Laura Donnelly, R.D.

May 6, 2015

Dietitians Signature

Date

Food Service Director

Date

Client's Signature

Date

Adult Cycle Menus (Continued)

Trinity Services Group
Weekly Adult Menu
Gila County Adult Jail

Menu Week: 2 Proposed: May 2015

STATE: ARIZONA

	Meal # 22		Meal # 25		Meal # 28		Meal # 31		Meal # 34		Meal # 37		Meal # 40	
	THURSDAY		FRIDAY		SATURDAY		SUNDAY		MONDAY		TUESDAY		WEDNESDAY	
B R E A K F A S T	Hot Cereal, sweetened	1 Cup	Hot Cereal, sweetened	1 Cup	Hot Cereal, sweetened	1 Cup	Hot Cereal, sweetened	1 Cup	Hot Cereal, sweetened	1 Cup	Hot Cereal, sweetened	1 Cup	Hot Cereal, sweetened	1 Cup
	Pancakes, 4"	3 Each	Scrambled Eggs	3 FZ	Scrambled Eggs	3 FZ	Pancakes, 4"	3 Each	Breakfast Meat Gravy (1 OZ Meat)	1 Cup	Pancakes, 4"	3 Each	Scrambled Eggs	3 FZ
	Syrup	1/4 Cup	Hash Brown Potatoes	1 Cup	Syrup	1/4 Cup	Syrup	1/4 Cup	Sausage Patty	2 WZ	Syrup	1/4 Cup	Hash Brown Potatoes	1 Cup
	Sausage Patty	2 WZ	Coffeecake	1/54 Each	Biscuit (1/54)	2 Each	Sausage Patty	2 WZ	Biscuit (1/54)	2 Each	Sausage Patty	2 WZ	Coffeecake	1/54 Each
	Margarine w/Vit A#	1 Tbsp	Margarine w/Vit A#	1 Tbsp	Jelly	1 Tbsp	Margarine w/Vit A#	1 Tbsp	Margarine w/Vit A#	1 Tbsp	Margarine w/Vit A#	1 Tbsp	Margarine w/Vit A#	1 Tbsp
	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup
L U N C H	Hamburger Patty	3 WZ	T Ham	3 WZ	Sloppy Joe Meat Mix	1/2 Cup	Taco Meat Mix	1/2 Cup	T Salami	3 WZ	T Hot Dogs (10/1)	2 Each	T Bologna	3 WZ
	Ketchup	1 Tbsp	Pinto Beans	1 Cup	Burger Bun	1 Each	Shredded Cheese	1/2 WZ	Sliced Cheese	1 WZ	Enriched Bread	2 Slice	Sliced Cheese	1 WZ
	Potato Salad	1 Cup	Carrots	1/2 Cup	Oven Potatoes	1 Cup	Pinto Beans	1 Cup	Enriched Bread	4 Slice	Mustard	1 Tbsp	Enriched Bread	4 Slice
	Green Beans	1/2 Cup	Cornbread	1/54 Each	Ketchup	1 FZ	Mexi-corn	1/2 Cup	Mustard	1 Tbsp	Baked Beans	1 Cup	Mustard	1 Tbsp
	Enriched Bread	2 Slice	Margarine w/Vit A#	1 Tbsp	Coleslaw	1/2 Cup	Salsa	1 FZ	Salad Dressing	1 Tbsp	Ketchup	1 FZ	Salad Dressing	1 Tbsp
	Pudding	1/2 Cup	Gelatin Dessert	1/2 Cup	Cookies	2 Each	Tortillas, corn 6"	2 Each	Pasta Salad	1 Cup	Potato Salad	1 Cup	Coleslaw	1 Cup
	Fruit Drink with Vit C	1 Cup	Fruit Drink with Vit C	1 Cup	Fruit Drink with Vit C	1 Cup	Cake	1/54 Slice	Pudding	1/2 Cup	Gelatin Dessert	1/2 Cup	Cookies	2 Each
D I N E R	Chili Mac Casserole (2 OZ Meat)	1 1/2 Cup	Turkey Tetrazzini (2 OZ Meat) over Noodles	3/4 Cup	AuGratin Potatoes w/ T Ham (3 OZ)	1 1/2 Cup	Sliced Turkey	3 WZ	Burrito Mix (meat & bean)	1 Cup	BBQ Chicken	4 WZ	Grd Meat Stroganoff Sauce (2 OZ Meat)	3/4 Cup
	Pinto Beans	3/4 Cup	Green Peas	1/2 Cup	Peas & Carrots (Vit A)	1/2 Cup	Poultry Gravy	1/4 Cup	Flour Tortilla, 6"	1 Each	Rice Pilaf	1 Cup	Seasoned Noodles	3/4 Cup
	Green Salad with Dressing	1 Tbsp	Enriched Bread	2 Slice	Tossed Salad with Dressing	1/2 Cup	Mashed Potatoes	1 Cup	Steamed Rice	1 Cup	Mixed Vegetables	1/2 Cup	Mixed Vegetables (Vit A)	1/2 Cup
	Cornbread	1/54 Slice	Margarine w/Vit A#	1 Tbsp	Biscuit	1/54 Each	Enriched Bread	2 Slice	Salsa	1 Tbsp	Combread	1/54 Slice	Biscuit	1/54 Slice
	Margarine w/Vit A#	1 Tbsp	Pudding	1/2 Cup	Margarine w/Vit A#	1 Tbsp	Margarine w/Vit A#	1 Tbsp	Glazed Cake	1/54 Slice	Margarine w/Vit A#	1 Tbsp	Margarine w/Vit A#	1 Tbsp
	Cookies	2 Each	Fruit Drink with Vit C	1 Cup	Glazed Cake	1/54 Each	Cookies	2 Each	Fruit Drink with Vit C	1 Cup	Pudding	1/2 Cup	Cake	1/54 Slice
	Fruit Drink with Vit C	1 Cup	Fruit Drink with Vit C	1 Cup	Fruit Drink with Vit C	1 Cup	Fruit Drink with Vit C	1 Cup	Fruit Drink with Vit C	1 Cup	Fruit Drink with Vit C	1 Cup	Fruit Drink with Vit C	1 Cup

*Items designated by "FZ" are volume measurements. *Items designated by "WZ" are weighted measurements. *Menus are subject to change without notice due to product availability, production problems or security concerns. *One each salt & pepper packets served with meals as needed.
#Margarine and sugar are used in recipes and SOPs and may not appear on tray.

Sanna Donnelly, R.D.

May 6, 2015

Dietitians Signature

Date

Food Service Director

Date

Client's Signature

Date

Adult Cycle Menus (Continued)

Trinity Services Group Weekly Adult Menu Gila County Adult Jail

Menu Week: 3 Proposed: May 2015

STATE: ARIZONA

	Meal #	Meal #	Meal #	Meal #	Meal #	Meal #	Meal #	Meal #	Meal #
	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
B R E A K F A S T	Hot Cereal, sweetened 1 Cup	Hot Cereal, sweetened 1 Cup	Hot Cereal, sweetened 1 Cup	Hot Cereal, sweetened 1 Cup	Hot Cereal, sweetened 1 Cup	Hot Cereal, sweetened 1 Cup	Hot Cereal, sweetened 1 Cup	Hot Cereal, sweetened 1 Cup	Hot Cereal, sweetened 1 Cup
	Pancakes; 4" 3 Each	Scrambled Eggs 3 FZ	Breakfast Meat Gravy (1 OZ Meat) 1 Cup	Scrambled Eggs 3 FZ	Breakfast Meat Gravy (1 OZ Meat) 1 Cup	Pancakes; 4" 3 Each	Scrambled Eggs 3 FZ	Scrambled Eggs 3 FZ	Scrambled Eggs 3 FZ
	Syrup 1/4 Cup	Hash Brown Potatoes 1 Cup		Hash Brown Potatoes 1 Cup		Syrup 1/4 Cup	Hash Brown Potatoes 1 Cup	Hash Brown Potatoes 1 Cup	Hash Brown Potatoes 1 Cup
	Sausage Patty 2 WZ		Biscuit (1/54) 2 Each	Coffeecake 1/54 Each	Biscuit (1/54) 2 Each	Sausage Patty 2 WZ		Biscuit 1/54 Each	Biscuit 1/54 Each
	Margarine w/Vit A# 1 Tbsp	Margarine w/Vit A# 1 Tbsp	Margarine w/Vit A# 1 Tbsp	Margarine w/Vit A# 1 Tbsp	Margarine w/Vit A# 1 Tbsp	Margarine w/Vit A# 1 Tbsp	Margarine w/Vit A# 1 Tbsp	Margarine w/Vit A# 1 Tbsp	Margarine w/Vit A# 1 Tbsp
	Low Fat Milk 1 Cup	Low Fat Milk 1 Cup	Low Fat Milk 1 Cup	Low Fat Milk 1 Cup	Low Fat Milk 1 Cup	Low Fat Milk 1 Cup	Low Fat Milk 1 Cup	Low Fat Milk 1 Cup	Low Fat Milk 1 Cup
	Meal # 44	Meal # 47	Meal # 50	Meal # 53	Meal # 56	Meal # 59	Meal # 62	Meal # 65	Meal # 68
L U N C H	Salisbury Patty 3 WZ	Meat Sauce (2 OZ Meat) 3/4 Cup	Turkey Stew/Veggies (2 OZ Meat) 3/4 Cup	Spanish Rice w/Meat (2 OZ Meat) 1 1/2 Cup	T Bologna 3 WZ	Chicken Noodle Casserole 1 1/2 Cup	Turkey Salad 4 WZ	Turkey Salad 4 WZ	Turkey Salad 4 WZ
	Brown Gravy 1/4 Cup	Pasta Noodles 3/4 Cup	Rice 3/4 Cup	Enriched Bread 4 Slice	Sliced Cheese 1 WZ		Sliced Cheese 1 WZ	Sliced Cheese 1 WZ	Sliced Cheese 1 WZ
	Mashed Potatoes 1 Cup	Peas 1/2 Cup	Mixed Veg. (Vit A) 1/2 Cup	Corn 1/2 Cup	Mustard 1 Tbsp	Carrots 1/2 Cup	Macaroni Salad 1 Cup	Macaroni Salad 1 Cup	Macaroni Salad 1 Cup
	Peas & Carrots (Vit A) 1/2 Cup	Tossed Salad with Dressing 1 Tbsp		Green Salad with Dressing 1 Tbsp	Salad Dressing 1 Tbsp	Tossed Salad with Dressing 1 Tbsp	Mustard 1 Tbsp	Mustard 1 Tbsp	Mustard 1 Tbsp
	Dinner Roll 2 WZ	Dinner Roll 2 WZ	Biscuit (1/54) 1 Each	Enriched Bread 1 Slice	Colestlaw 1 Cup	Cornbread 1/54 Each	Salad Dressing 1 Tbsp	Salad Dressing 1 Tbsp	Salad Dressing 1 Tbsp
	Margarine w/Vit A# 1 Tbsp	Margarine w/Vit A# 1 Tbsp	Margarine w/Vit A# 1 Tbsp	Margarine w/Vit A# 1 Tbsp		Margarine w/Vit A# 1 Tbsp			
	Pudding 1/2 Cup	Cake 1/54 Slice	Cookies 2 Each	Pudding 1/2 Cup	Cookies 2 Each	Cake 1/54 Each			
	Fruit Drink with Vit C 1 Cup	Fruit Drink with Vit C 1 Cup	Fruit Drink with Vit C 1 Cup	Fruit Drink with Vit C 1 Cup	Fruit Drink with Vit C 1 Cup	Fruit Drink with Vit C 1 Cup			
	Meal # 45	Meal # 48	Meal # 51	Meal # 54	Meal # 57	Meal # 60	Meal # 63	Meal # 66	Meal # 69
D I N N E R	Taco Mix 1/2 Cup	T Ham 3 WZ	Chili con Carne/Beans (2 OZ Meat) 3/4 Cup	Chicken Teriyaki (2 OZ Meat) 1/2 Cup	Meat Loaf 3 WZ	Meat Sauce (2 OZ Meat) 3/4 Cup	Turkey Stir Fry (2 OZ Meat) 1/2 Cup	Turkey Stir Fry (2 OZ Meat) 1/2 Cup	Turkey Stir Fry (2 OZ Meat) 1/2 Cup
	Corn Tortills, 6" 2 Each	Pinto Beans 1 Cup	Noodles 3/4 Cup	Steamed Rice 1 Cup	Gravy 1/4 Cup	Spaghetti Pasta 3/4 Cup	White Rice 1 Cup	White Rice 1 Cup	White Rice 1 Cup
	Spanish Rice 1 Cup	Green Beans 1/2 Cup	Tossed Salad with Dressing 1/2 Cup	Carrots (Vit A) 1/2 Cup	Mashed Potatoes 1 Cup	Mixed Vegetables 1/2 Cup	Peas 1/2 Cup	Peas 1/2 Cup	Peas 1/2 Cup
	Shredded Cheese 1/2 WZ		Combread 1/54 Slice	Biscuit 1/54 Each	Green Beans 1/2 Cup	Tossed Salad with Dressing 1 Tbsp			
	Mexi-Corn 1/2 Cup	Biscuit 1/54 Each	Margarine w/Vit A# 1 Tbsp	Margarine w/Vit A# 1 Tbsp	Dinner Roll 2 WZ	Dinner Roll 2 WZ	Biscuit 1/54 Each	Biscuit 1/54 Each	Biscuit 1/54 Each
	Salsa 1 FZ	Margarine w/Vit A# 1 Tbsp	Margarine w/Vit A# 1 Tbsp	Margarine w/Vit A# 1 Tbsp	Margarine w/Vit A# 1 Tbsp	Margarine w/Vit A# 1 Tbsp	Margarine w/Vit A# 1 Tbsp	Margarine w/Vit A# 1 Tbsp	Margarine w/Vit A# 1 Tbsp
	Shredded Lettuce 1/4 Cup	Pudding 1/2 Cup	Gelatin Dessert 1/2 Cup	Cake 1/54 Each	Cookies 2 Each	Pudding 1/2 Cup	Cake 1/54 Slice	Cake 1/54 Slice	Cake 1/54 Slice
	Cookies 2 Each	Fruit Drink with Vit C 1 Cup	Fruit Drink with Vit C 1 Cup	Fruit Drink with Vit C 1 Cup	Fruit Drink with Vit C 1 Cup	Fruit Drink with Vit C 1 Cup	Fruit Drink with Vit C 1 Cup	Fruit Drink with Vit C 1 Cup	Fruit Drink with Vit C 1 Cup
	Fruit Drink with Vit C 1 Cup								

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#Margarine and sugar are used in recipes and SOPs and may not appear on tray.

Laura Donnelly, R.D.

May 6, 2015

Dietitians Signature

Date

Food Service Manager

Date

Client's Signature

Date

Adult Cycle Menus (Continued)

Trinity Services Group Weekly Adult Menu Gila County Adult Jail

Menu Week: 4 Proposed: May 2015

STATE: ARIZONA

	THURSDAY		FRIDAY		SATURDAY		SUNDAY		MONDAY		TUESDAY		WEDNESDAY	
	Meal #	Meal #	Meal #	Meal #	Meal #	Meal #	Meal #	Meal #	Meal #	Meal #	Meal #	Meal #	Meal #	Meal #
B R E A K F A S T	Hot Cereal, sweetened	1 Cup	Hot Cereal, sweetened	1 Cup	Hot Cereal, sweetened	1 Cup	Hot Cereal, sweetened	1 Cup	Hot Cereal, sweetened	1 Cup	Hot Cereal, sweetened	1 Cup	Hot Cereal, sweetened	1 Cup
	Pancakes, 4"	3 Each	Scrambled Eggs	3 FZ	Pancakes, 4"	3 Each	Scrambled Eggs	3 FZ	Breakfast Meat Gravy	1 Cup	Pancakes, 4"	3 Each	Scrambled Eggs	3 FZ
	Syrup	1/4 Cup	Hash Brown Potatoes	1 Cup	Syrup	1/4 Cup	Hash Brown Potatoes	1 Cup	Syrup	(1 OZ Meat)	Syrup	1/4 Cup	Hash Brown Potatoes	1 Cup
	Sausage Patty	2 WZ	Coffee Cake	1/54 Slice	Sausage Patty	2 WZ	Coffee Cake	1/54 Slice	Biscuit (1/54)	2 Each	Sausage Patty	2 WZ	Biscuit	1/54 Each
	Margarine w/Vit A#	1 Tbsp	Margarine w/Vit A#	1 Tbsp	Margarine w/Vit A#	1 Tbsp	Margarine w/Vit A#	1 Tbsp	Margarine w/Vit A#	1 Tbsp	Margarine w/Vit A#	1 Tbsp	Jelly	1 Tbsp
	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Margarine w/Vit A#	1 Tbsp	Margarine w/Vit A#	1 Tbsp
	Meal # 64		Meal # 65		Meal # 66		Meal # 67		Meal # 68		Meal # 69		Meal # 70	
L U N C H	Hamburger Patty	3 WZ	Breaded Chicken Patty	3 WZ	Taco Meat (2 OZ) Mix	1/2 Cup	T Hot Dogs (10/1)	2 Each	Turkey Roll	3 WZ	Sloppy Joe Meat Mix	1/2 Cup	T Bologna	3 WZ
	Brown Gravy	1/4 Cup	Enriched Bread	2 Slice	Shredded Cheese	1/2 WZ	Enriched Bread	2 Slice	Sliced Cheese	1 WZ	Burger Bun	1 Each	Sliced Cheese	1 WZ
	Mashed Potatoes	1 Cup	Salad Dressing	1 Tbsp	Pinto Beans	1 Cup	Mustard	1 Tbsp	Enriched Bread	4 Slice	Ketchup	1 FZ	Enriched Bread	4 Slice
	Green Beans	1/2 Cup	Carrots (Vit A)	1/2 Cup	Corn	1/2 Cup	Potato Salad	1 Cup	Mustard	1 Tbsp	Oven Potatoes	1 Cup	Mustard	1 Tbsp
	Enriched Bread	2 Slice	Pasta Salad	1 Cup	Salsa	1 FZ	Ketchup	1 FZ	Salad Dressing	1 Tbsp	Carrots (vit A)	1/2 Cup	Salad Dressing	1 Tbsp
	Margarine w/Vit A#	1 Tbsp	Corn Tortillas 6"	2 Each	Shredded Lettuce	1/4 Cup	Baked Beans	1 Cup	Coleslaw	1 Cup	Macaroni Salad	1 Cup	Macaroni Salad	1 Cup
	Canned Fruit	1/2 Cup	Pudding	1/2 Cup	Cookies	2 Each	Gelatin Dessert	1/2 Cup	Canned Fruit	1/2 Cup	Cake	1/54 Slice	Cake	1/54 Slice
	Fruit Drink with Vit C	1 Cup	Fruit Drink with Vit C	1 Cup	Fruit Drink with Vit C	1 Cup	Fruit Drink with Vit C	1 Cup	Fruit Drink with Vit C	1 Cup	Fruit Drink with Vit C	1 Cup	Fruit Drink with Vit C	1 Cup
	Meal # 65		Meal # 66		Meal # 67		Meal # 68		Meal # 69		Meal # 70		Meal # 71	
D I N N E R	Ground Meat Stroganoff	3/4 Cup	Ground Meat Stew	3/4 Cup	Turkey Tetrazzini	3/4 Cup	Meat Loaf	3 WZ	Meat Sauce	3/4 Cup	Green Chili Stew	1 1/4 Cup	Sliced Turkey	3 WZ
	Sauce (2 OZ Meat)		(2 OZ Meat)		(2 OZ Meat)		Brown Gravy	1/4 Cup	(2 OZ Meat)		Poutry Gravy	1/4 Cup	Poutry Gravy	1/4 Cup
	Seasoned Noodles	3/4 Cup	Steamed Rice	1 Cup	Seasoned Noodles	1 Cup	Mashed Potatoes	1 Cup	Spaghetti Pasta	3/4 Cup	Pinto Beans	1 Cup	Herbed Noodles	1 Cup
	Mixed Vegetables (Vit A)	1/2 Cup	Green Salad with Dressing	1/2 Cup	Mixed Vegetables (Vit A)	1/2 Cup	Peas & Carrots (Vit A)	1/2 Cup	Green Beans	1/2 Cup	Mexi-corn	1/2 Cup	Peas & Carrots (Vit A)	1/2 Cup
	Biscuit	1/54 Each	Combread	1/54 Slice	Biscuit	1/54 Each	Dinner Roll	2 WZ	Tossed Salad with Dressing	1 Tbsp	Salsa	1 Tbsp		
	Margarine w/Vit A#	1 Tbsp	Margarine w/Vit A#	1 Tbsp	Margarine w/Vit A#	1 Tbsp	Margarine w/Vit A#	1 Tbsp	Dinner Roll	2 WZ	Tortillas, corn, 6"	2 Each	Combread	1/54 Each
	Cake	1/54 Slice	Cookies	2 Each	Cake	1/54 Slice	Pudding	1/2 Cup	Margarine w/Vit A#	1 Tbsp	Margarine w/Vit A#	1 Tbsp	Margarine w/Vit A#	1 Tbsp
	Fruit Drink with Vit C	1 Cup	Fruit Drink with Vit C	1 Cup	Fruit Drink with Vit C	1 Cup	Fruit Drink with Vit C	1 Cup	Cookies	2 Each	Pudding	1/2 Cup	Cookies	2 Each
	Meal # 66		Meal # 67		Meal # 68		Meal # 69		Fruit Drink with Vit C	1 Cup	Fruit Drink with Vit C	1 Cup	Fruit Drink with Vit C	1 Cup

*Items designated by "FZ" are volume measurements. *Items designated by "WZ" are weighted measurements. *Menus are subject to change without notice due to product availability, production problems or security concerns. *One each salt & pepper packets served with meals as needed.
#Margarine and sugar are used in recipes and SOPs and may not appear on tray.

Laura Donnelly, R.D.

May 6, 2015

Dietitians Signature

Date

Food Service Manager

Date

Client's Signature

Date

Adult Weekly Nutritional Analysis

Multi Column: Week 1 Gila Co AZ Adult Menu | All Days

Nutrients	Value
Basic Components	
Calories (kcal)	2955.84
Protein (g)	97.90
Fat (g)	118.13
Carbohydrates (g)	385.30
Cholesterol (mg)	312.51
Dietary Fiber (g)	31.54
Vitamins	
Vitamin C (mg)	181.74
Vitamin A - IU (IU)	5418.20
Vitamin D - IU (IU)	292.48
Minerals	
Sodium (mg)	4703.62
Iron (mg)	27.01
Calcium (mg)	931.36

Multi Column: Week 2 Gila Co AZ Adult Menu bid | All Days

Nutrients	Value
Basic Components	
Calories (kcal)	2910.93
Protein (g)	97.01
Fat (g)	116.56
Carbohydrates (g)	378.94
Cholesterol (mg)	296.02
Dietary Fiber (g)	31.87
Vitamins	
Vitamin C (mg)	152.22
Vitamin A - IU (IU)	7763.07
Vitamin D - IU (IU)	295.42
Minerals	
Sodium (mg)	4574.59
Iron (mg)	26.46
Calcium (mg)	806.28



Adult Weekly Nutritional Analysis (Continued)

Multi Column: Week 3 Gila Co AZ Adult Menu bid * | All Days

Nutrients	Value
Basic Components	
Calories (kcal)	2932.59
Protein (g)	95.91
Fat (g)	118.42
Carbohydrates (g)	384.75
Cholesterol (mg)	318.42
Dietary Fiber (g)	36.94
Vitamins	
Vitamin C (mg)	194.19
Vitamin A - IU (IU)	5870.10
Vitamin D - IU (IU)	289.51
Minerals	
Sodium (mg)	4419.67
Iron (mg)	26.64
Calcium (mg)	916.28

Multi Column: Week 4 Gila Co AZ Adult Menu bid | All Days

Nutrients	Value
Basic Components	
Calories (kcal)	2931.84
Protein (g)	98.70
Fat (g)	118.53
Carbohydrates (g)	376.69
Cholesterol (mg)	306.07
Dietary Fiber (g)	30.86
Vitamins	
Vitamin C (mg)	171.88
Vitamin A - IU (IU)	6962.60
Vitamin D - IU (IU)	285.47
Minerals	
Sodium (mg)	4731.94
Iron (mg)	28.29
Calcium (mg)	896.67

Juvenile Cycle Menus

Trinity Services Group Weekly Adult Menu Gila County Juvenile Facility

Menu Week 1 Proposed: May 2015

State: ARIZONA

	Meal # 1		Meal # 4		Meal # 7		Meal # 10		Meal # 13		Meal # 16		Meal # 19	
	THURSDAY		FRIDAY		SATURDAY		SUNDAY		MONDAY		TUESDAY		WEDNESDAY	
B R E A K F A S T	Hot Cereal, sweetened	1 Cup	Hot Cereal, sweetened	1 Cup	Hot Cereal, sweetened	1 Cup	Hot Cereal, sweetened	1 Cup	Hot Cereal, sweetened	1 Cup	Hot Cereal, sweetened	1 Cup	Hot Cereal, sweetened	1 Cup
	Pancakes, 4"	3 Each	Scrambled Eggs	3 FZ	Breakfast Meat Gravy (1 OZ Meat)	1 Cup	Scrambled Eggs	3 FZ	Pancakes, 4"	3 Each	Scrambled Eggs	3 FZ	Breakfast Meat Gravy (1 OZ Meat)	1 Cup
	Syrup	1/4 Cup	Hash Brown Potatoes	1 Cup			Hash Brown Potatoes	1 Cup	Syrup	1/4 Cup	Hash Brown Potatoes	1 Cup		
	Sausage Patty	2 WZ							Sausage Patty	2 WZ				
L U N C H	Margarine w/Vit A#	1 Tbsp	Biscuit 1/54 Jelly	1 Each 1 Tbsp	Biscuit (1/54)	2 Each	Biscuit 1/54 Jelly	1 Each 1 Tbsp	Margarine w/Vit A#	1 Tbsp	Coffee Cake	1/54 Each	Biscuit (1/54)	2 Each
	Low Fat Milk	1 Cup	Margarine w/Vit A#	1 Tbsp	Margarine w/Vit A#	1 Tbsp	Margarine w/Vit A#	1 Tbsp	Margarine w/Vit A#	1 Tbsp	Margarine w/Vit A#	1 Tbsp	Margarine w/Vit A#	1 Tbsp
D I N N E R	Meal # 2		Meal # 5		Meal # 8		Meal # 11		Meal # 14		Meal # 17		Meal # 20	
	Peanut Butter	3 WZ	T Bologna	3 WZ	T Ham	3 WZ	T Salami	3 WZ	T Ham	3 WZ	T Bologna	3 WZ	T Salami	3 WZ
	Jelly	1 WZ	Sliced Cheese	1 WZ	Sliced Cheese	1 WZ	Sliced Cheese	1 WZ	Sliced Cheese	1 WZ	Sliced Cheese	1 WZ	Sliced Cheese	1 WZ
	Wheat Bread	4 Slice	Wheat Bread	4 Slice	Wheat Bread	4 Slice	Wheat Bread	4 Slice	Wheat Bread	4 Slice	Wheat Bread	4 Slice	Wheat Bread	4 Slice
S N A K	Salad Dressing	1 Each	Salad Dressing	1 Each	Salad Dressing	1 Each	Salad Dressing	1 Each	Salad Dressing	1 Each	Salad Dressing	1 Each	Salad Dressing	1 Each
	Mustard	1 Each	Mustard	1 Each	Mustard	1 Each	Mustard	1 Each	Mustard	1 Each	Mustard	1 Each	Mustard	1 Each
	Chips	1 WZ	Popcorn	1 Cup	Chips	1 WZ	Popcorn	1 WZ	Chips	1 WZ	Popcorn	1 Cup	Chips	1 WZ
	Cookies	2 Each	Cookies	2 Each	Cookies	2 Each	Cookies	2 Each	Cookies	2 Each	Cookies	2 Each	Cookies	2 Each
D I N N E R	Meal # 3		Meal # 6		Meal # 9		Meal # 12		Meal # 15		Meal # 18		Meal # 21	
	Meat Sauce (2 OZ Meat)	3/4 Cup	Burrito Mix (meat & bean)	1 Cup	Spanish Rice/Meat (2 OZ Meat)	1 1/2 Cup	Sweet & Sour Chicken (2 OZ Meat)	1/2 Cup	Country Stew/Veggies (2 OZ Meat)	3/4 Cup	Meatloaf	3 WZ	Chili con Carne/Beans (2 OZ Meat)	3/4 Cup
	Pasta Noodles	3/4 Cup	Flour Tortilla, 6"	1 Each			White Rice	1 Cup	Noodles	1 Cup	Brown Gravy	1/4 Cup	Steamed Rice	1 Cup
	Green Beans	1/2 Cup	Steamed Rice	1 Cup			Mixed Vegetables (Vit A)	1/2 Cup	Green Peas	1/2 Cup	Mashed Potatoes	1 Cup		
S N A K	Tossed Salad with Dressing	1/2 Cup 1 Tbsp	Mexi-Corn	1/2 Cup	Pinto Beans	1 Cup					Peas & Carrots (Vit A)	1/2 Cup	Corn	1/2 Cup
	Dinner Roll	2 WZ	Shredded Lettuce	1/4 Cup	Cornbread	1/54 Slice	Enriched Bread	1 Slice	Cornbread	1/54 Slice	Biscuit	1/54 Each	Cornbread	1/54 Slice
	Margarine w/Vit A#	1 Tbsp	Salsa	1 Tbsp	Margarine w/Vit A#	1 Tbsp	Margarine w/Vit A#	1 Tbsp	Margarine w/Vit A#	1 Tbsp	Margarine w/Vit A#	1 Tbsp	Margarine w/Vit A#	1 Tbsp
	Cookies	2 Each	Pudding	1/2 Cup	Cookies	2 Each	Cake	1/54 Each	Pudding	1/2 Cup	Canned Fruit	1/2 Cup	Gelatin Dessert	1/2 Cup
S N A K	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup

*Items designated by "FZ" are volume measurements. *Items designated by "WZ" are weighted measurements. *Menus are subject to change without notice due to product availability, production problems or security concerns. *One each salt & pepper packets served with meals as needed.
#Margarine and sugar are used in recipes and SOPs and may not appear on tray. * = Raw, precooked weight

Sandra Donnelly, R.D.

May 7, 2015

Dietitians Signature

Date

Food Service Director

Date

Client's Signature

Date

Juvenile Cycle Menus (Continued)

Trinity Services Group
Weekly Adult Menu
Gila County Juvenile Facility

Menu Week: 2 Proposed: May 2015

STATE: ARIZONA

	Meal # 22		Meal # 25		Meal # 28		Meal # 31		Meal # 34		Meal # 37		Meal # 40	
	THURSDAY		FRIDAY		SATURDAY		SUNDAY		MONDAY		TUESDAY		WEDNESDAY	
B	Hot Cereal, sweetened	1 Cup	Hot Cereal, sweetened	1 Cup	Hot Cereal, sweetened	1 Cup	Hot Cereal, sweetened	1 Cup	Hot Cereal, sweetened	1 Cup	Hot Cereal, sweetened	1 Cup	Hot Cereal, sweetened	1 Cup
E	Pancakes, 4"	3 Each	Scrambled Eggs	3 FZ	Scrambled Eggs	3 FZ	Pancakes, 4"	3 Each	Breakfast Meat Gravy (1 OZ Meat)	1 Cup	Pancakes, 4"	3 Each	Scrambled Eggs	3 FZ
A	Syrup	1/4 Cup	Hash Brown Potatoes	1 Cup	Syrup	1/4 Cup	Syrup	1/4 Cup	Sausage Patty	2 WZ	Syrup	1/4 Cup	Hash Brown Potatoes	1 Cup
K	Sausage Patty	2 WZ	Coffeecake	1/54 Each	Biscuit (1/54)	2 Each	Sausage Patty	2 WZ	Biscuit (1/54)	2 Each	Sausage Patty	2 WZ	Coffeecake	1/54 Each
F	Margarine w/Vit A#	1 Tbsp	Margarine w/Vit A#	1 Tbsp	Jelly	1 Tbsp	Margarine w/Vit A#	1 Tbsp	Margarine w/Vit A#	1 Tbsp	Margarine w/Vit A#	1 Tbsp	Margarine w/Vit A#	1 Tbsp
A	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup
S	Meal # 23		Meal # 26		Meal # 29		Meal # 32		Meal # 35		Meal # 38		Meal # 41	
T	T Ham	3 WZ	T Bologna	3 WZ	T Salami	3 WZ	T Ham	3 WZ	Peanut Butter	3 WZ	T Salami	3 WZ	T Ham	3 WZ
R	Sliced Cheese	1 WZ	Sliced Cheese	1 WZ	Sliced Cheese	1 WZ	Sliced Cheese	1 WZ	Jelly	1 WZ	Sliced Cheese	1 WZ	Sliced Cheese	1 WZ
E	Wheat Bread	4 Slice	Wheat Bread	4 Slice	Wheat Bread	4 Slice	Wheat Bread	4 Slice	Wheat Bread	4 Slice	Wheat Bread	4 Slice	Wheat Bread	4 Slice
L	Salad Dressing	1 Each	Salad Dressing	1 Each	Salad Dressing	1 Each	Salad Dressing	1 Each	Chips	1 WZ	Salad Dressing	1 Each	Salad Dressing	1 Each
N	Mustard	1 Each	Mustard	1 Each	Mustard	1 Each	Mustard	1 Each	Chips	1 WZ	Mustard	1 Each	Mustard	1 Each
C	Chips	1 WZ	Popcorn	1 Cup	Chips	1 WZ	Popcorn	1 Cup	Chips	1 WZ	Popcorn	1 Cup	Chips	1 WZ
H	Cookies	2 Each	Cookies	2 Each	Cookies	2 Each	Cookies	2 Each	Cookies	2 Each	Cookies	2 Each	Cookies	2 Each
U	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup
N	Meal # 24		Meal # 27		Meal # 30		Meal # 33		Meal # 36		Meal # 39		Meal # 42	
D	Chili Mac Casserole (2 OZ Meat)	1 1/2 Cup	Turkey Tetrazzini (2 OZ Meat) over Noodles	3/4 Cup	AuGratin Potatoes w/ T Ham (3 OZ)	1 1/2 Cup	Sliced Turkey	3 WZ	Burrito Mix (meat & bean)	1 Cup	BBQ Chicken	4 WZ	Grd Meat Stroganoff Sauce (2 OZ Meat)	3/4 Cup
I	Pinto Beans	3/4 Cup	Green Peas	1/2 Cup	Peas & Carrots (Vit A)	1/2 Cup	Poultry Gravy	1/4 Cup	Flour Tortilla, 6"	1 Each	Flour Tortilla, 6"	1 Each	Seasoned Noodles	3/4 Cup
N	Green Salad with Dressing	1 Tbsp			Tossed Salad with Dressing	1/2 Cup	Mashed Potatoes	1 Cup	Steamed Rice	1 Cup	Rice Pilaf	1 Cup	Mixed Vegetables (Vit A)	1/2 Cup
E	Combread	1/54 Slice	Enriched Bread	2 Slice	Biscuit	1/54 Each	Enriched Bread	2 Slice	Mixed Vegetables	1/2 Cup	Green Beans	1/2 Cup	Mixed Vegetables (Vit A)	1/2 Cup
R	Margarine w/Vit A#	1 Tbsp	Margarine w/Vit A#	1 Tbsp	Margarine w/Vit A#	1 Tbsp	Margarine w/Vit A#	1 Tbsp	Salsa	1 Tbsp	Combread	1/54 Slice	Biscuit	1/54 Slice
S	Cookies	2 Each	Pudding	1/2 Cup	Glazed Cake	1/54 Each	Cookies	2 Each	Margarine w/Vit A#	1 Tbsp	Margarine w/Vit A#	1 Tbsp	Margarine w/Vit A#	1 Tbsp
N	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Glazed Cake	1/54 Slice	Pudding	1/2 Cup	Cake	1/54 Slice
K	Cookies	2 Each	Peanut Butter	2 WZ	Cake	1/54 Each	Peanut Butter	2 WZ	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup
	Low Fat Milk	1 Cup	Jelly	1 WZ	Wheat Bread	2 Slice	Jelly	1 WZ	Graham Crackers Sq	3 Each	Peanut Butter	2 WZ	Cake	1/54 Each
			Wheat Bread	2 Slice	Low Fat Milk	1 Cup	Wheat Bread	2 Slice	Low Fat Milk	1 Cup	Wheat Bread	2 Slice	Low Fat Milk	1 Cup
			Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup

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#Margarine and sugar are used in recipes and SOPs and may not appear on tray.

Laura Donnelly, R.D

May 7, 2015

Dietitians Signature

Date

Food Service Director

Date

Client's Signature

Date

Juvenile Cycle Menus (Continued)

Trinity Services Group Weekly Adult Menu Gila County Juvenile Facility

Menu Week: 3 Proposed: May 2015

STATE: ARIZONA

	Meal # 43		Meal # 46		Meal # 49		Meal # 52		Meal # 55		Meal # 58		Meal # 61	
	THURSDAY		FRIDAY		SATURDAY		SUNDAY		MONDAY		TUESDAY		WEDNESDAY	
B R E A K F A S T	Hot Cereal, sweetened	1 Cup	Hot Cereal, sweetened	1 Cup	Hot Cereal, sweetened	1 Cup	Hot Cereal, sweetened	1 Cup	Hot Cereal, sweetened	1 Cup	Hot Cereal, sweetened	1 Cup	Hot Cereal, sweetened	1 Cup
	Pancakes; 4"	3 Each	Scrambled Eggs	3 FZ	Breakfast Meat Gravy (1 OZ Meat)	1 Cup	Scrambled Eggs	3 FZ	Breakfast Meat Gravy (1 OZ Meat)	1 Cup	Pancakes; 4"	3 Each	Scrambled Eggs	3 FZ
	Syrup	1/4 Cup	Hash Brown Potatoes	1 Cup			Hash Brown Potatoes	1 Cup			Syrup	1/4 Cup	Hash Brown Potatoes	1 Cup
	Sausage Patty	2 WZ	Biscuit	1/54 Each	Biscuit (1/54)	2 Each	Coffeecake	1/54 Each	Biscuit (1/54)	2 Each	Sausage Patty	2 WZ	Biscuit	1/54 Each
	Jelly	1 Tbsp	Jelly	1 Tbsp	Jelly	1 Tbsp	Jelly	1 Tbsp	Jelly	1 Tbsp	Jelly	1 Tbsp	Jelly	1 Tbsp
	Margarine w/Vit A#	1 Tbsp	Margarine w/Vit A#	1 Tbsp	Margarine w/Vit A#	1 Tbsp	Margarine w/Vit A#	1 Tbsp	Margarine w/Vit A#	1 Tbsp	Margarine w/Vit A#	1 Tbsp	Margarine w/Vit A#	1 Tbsp
	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup
L U N C H	T Bologna	3 WZ	T Ham	3 WZ	Peanut Butter	3 WZ	T Ham	3 WZ	T Bologna	3 WZ	T Salami	3 WZ	T Ham	3 WZ
	Sliced Cheese	1 WZ	Sliced Cheese	1 WZ	Jelly	1 WZ	Sliced Cheese	1 WZ	Sliced Cheese	1 WZ	Sliced Cheese	1 WZ	Sliced Cheese	1 WZ
	Wheat Bread	4 Slice	Wheat Bread	4 Slice	Wheat Bread	4 Slice	Wheat Bread	4 Slice	Wheat Bread	4 Slice	Wheat Bread	4 Slice	Wheat Bread	4 Slice
	Salad Dressing	1 Each	Salad Dressing	1 Each			Salad Dressing	1 Each	Salad Dressing	1 Each	Salad Dressing	1 Each	Salad Dressing	1 Each
	Mustard	1 Each	Mustard	1 Each			Mustard	1 Each	Mustard	1 Each	Mustard	1 Each	Mustard	1 Each
	Chips	1 WZ	Popcorn	1 Cup	Chips	1 WZ	Popcorn	1 Cup	Chips	1 WZ	Popcorn	1 Cup	Chips	1 WZ
	Cookies	2 Each	Cookies	2 Each	Cookies	2 Each	Cookies	2 Each	Cookies	2 Each	Cookies	2 Each	Cookies	2 Each
	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup
D I N N E R	Taco Mix	1/2 Cup	T Ham	3 WZ	Chili con Carne/Beans (2 OZ Meat)	3/4 Cup	Chicken Teriyaki (2 OZ Meat)	1/2 Cup	Meat Loaf	3 WZ	Meat Sauce (2 OZ Meat)	3/4 Cup	Turkey Stir Fry (2 OZ Meat)	1/2 Cup
	Corn Tortills, 6"	2 Each	Pinto Beans	1 Cup	Noodles	3/4 Cup	Steamed Rice	1 Cup	Gravy	1/4 Cup	Spaghetti Pasta	3/4 Cup	White Rice	1 Cup
	Spanish Rice	1 Cup	Green Beans	1/2 Cup	Tossed Salad with Dressing	1/2 Cup	Carrots (Vit A)	1/2 Cup	Mashed Potatoes	1 Cup	Mixed Vegetables	1/2 Cup	Peas	1/2 Cup
	Shredded Cheese	1/2 WZ							Green Beans	1/2 Cup	Tossed Salad with Dressing	1/2 Cup		
	Mexi-Corn	1/2 Cup	Biscuit	1/54 Each	Cornbread	1/54 Slice	Biscuit	1/54 Each	Green Beans	1/2 Cup	Dinner Roll	2 WZ	Biscuit	1/54 Each
	Salsa	1 FZ	Margarine w/Vit A#	1 Tbsp	Margarine w/Vit A#	1 Tbsp	Margarine w/Vit A#	1 Tbsp	Green Beans	1/2 Cup	Margarine w/Vit A#	1 Tbsp	Margarine w/Vit A#	1 Tbsp
	Shredded Lettuce	1/4 Cup	Pudding	1/2 Cup	Gelatin Dessert	1/2 Cup	Cake	1/54 Each	Green Beans	1/2 Cup	Margarine w/Vit A#	1 Tbsp	Pudding	1/2 Cup
	Cookies	2 Each	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Green Beans	1/2 Cup	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup
	Low Fat Milk	1 Cup	Peanut Butter	2 WZ	Cake	1/54 Each	Peanut Butter	2 WZ	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup
	Cookies	2 Each	Jelly	1 WZ			Jelly	1 WZ	Graham Crackers Sq	3 Each	Peanut Butter	2 WZ	Cake	1/54 Each
	Low Fat Milk	1 Cup	Wheat Bread	2 Slice			Wheat Bread	2 Slice			Jelly	1 WZ		
			Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup			Wheat Bread	2 Slice		
											Low Fat Milk	1 Cup		

*Items designated by "FZ" are volume measurements. *Items designated by "WZ" are weighted measurements. *Menus are subject to change without notice due to product availability, production problems or security concerns. *One each salt & pepper packets served with meals as needed.

#Margarine and sugar are used in recipes and SOPs and may not appear on tray.

Laura Donnelly, R.D.

May 7, 2015

Dietitians Signature

Date

Food Service Manager

Date

Client's Signature

Date

Juvenile Cycle Menus (Continued)

Trinity Services Group Weekly Adult Menu Gila County Juvenile Facility

Menu Week: 4 Proposed: May 2015

STATE: ARIZONA

	Meal # 64		Meal # 67		Meal # 70		Meal # 73		Meal # 76		Meal # 79		Meal # 82	
	THURSDAY		FRIDAY		SATURDAY		SUNDAY		MONDAY		TUESDAY		WEDNESDAY	
B R E A K F A S T	Hot Cereal, sweetened	1 Cup	Hot Cereal, sweetened	1 Cup	Hot Cereal, sweetened	1 Cup	Hot Cereal, sweetened	1 Cup	Hot Cereal, sweetened	1 Cup	Hot Cereal, sweetened	1 Cup	Hot Cereal, sweetened	1 Cup
	Pancakes, 4"	3 Each	Scrambled Eggs	3 FZ	Pancakes, 4"	3 Each	Scrambled Eggs	3 FZ	Breakfast Meat Gravy (1 OZ Meat)	1 Cup	Pancakes, 4"	3 Each	Scrambled Eggs	3 FZ
	Syrup	1/4 Cup	Hash Brown Potatoes	1 Cup	Syrup	1/4 Cup	Hash Brown Potatoes	1 Cup			Syrup	1/4 Cup	Hash Brown Potatoes	1 Cup
	Sausage Patty	2 WZ			Sausage Patty	2 WZ					Sausage Patty	2 WZ		
			Coffee Cake	1/54 Slice			Coffee Cake	1/54 Slice	Biscuit (1/54)	2 Each			Biscuit	1/54 Each
	Margarine w/Vit A#	1 Tbsp	Margarine w/Vit A#	1 Tbsp	Margarine w/Vit A#	1 Tbsp	Margarine w/Vit A#	1 Tbsp	Margarine w/Vit A#	1 Tbsp	Margarine w/Vit A#	1 Tbsp	Jelly	1 Tbsp
													Margarine w/Vit A#	1 Tbsp
	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup
	Meal # 65		Meal # 68		Meal # 71		Meal # 74		Meal # 77		Meal # 80		Meal # 83	
L U N C H	T Bologna	3 WZ	T Ham	3 WZ	T Salami	3 WZ	T Bologna	3 WZ	Peanut Butter	3 WZ	T Salami	3 WZ	T Bologna	3 WZ
	Sliced Cheese	1 WZ	Sliced Cheese	1 WZ	Sliced Cheese	1 WZ	Sliced Cheese	1 WZ	Jelly	1 WZ	Sliced Cheese	1 WZ	Sliced Cheese	1 WZ
	Wheat Bread	4 Slice	Wheat Bread	4 Slice	Wheat Bread	4 Slice	Wheat Bread	4 Slice	Wheat Bread	4 Slice	Wheat Bread	4 Slice	Wheat Bread	4 Slice
	Salad Dressing	1 Each	Salad Dressing	1 Each	Salad Dressing	1 Each	Salad Dressing	1 Each			Salad Dressing	1 Each	Salad Dressing	1 Each
	Mustard	1 Each	Mustard	1 Each	Mustard	1 Each	Mustard	1 Each			Mustard	1 Each	Mustard	1 Each
	Chips	1 WZ	Popcorn	1 Cup	Chips	1 WZ	Popcorn	1 Cup	Chips	1 WZ	Popcorn	1 Cup	Chips	1 WZ
	Cookies	2 Each	Cookies	2 Each	Cookies	2 Each	Cookies	2 Each	Cookies	2 Each	Cookies	2 Each	Cookies	2 Each
	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup
	Meal # 66		Meal # 69		Meal # 72		Meal # 75		Meal # 78		Meal # 81		Meal # 84	
D I N N E R	Ground Meat Stroganoff Sauce (2 OZ Meat)	3/4 Cup	Ground Meat Stew (2 OZ Meat)	3/4 Cup	Turkey Tetrizzini (2 OZ Meat)	3/4 Cup	Meat Loaf	3 WZ	Meat Sauce (2 OZ Meat)	3/4 Cup	Green Chili Stew	1 1/4 Cup	Sliced Turkey	3 WZ
	Seasoned Noodles	3/4 Cup	Steamed Rice	1 Cup	Seasoned Noodles	1 Cup	Brown Gravy	1/4 Cup	Spaghetti Pasta	3/4 Cup	Pinto Beans	1 Cup	Poultry Gravy	1/4 Cup
	Mixed Vegetables (Vit A)	1/2 Cup	Green Salad with Dressing	1/2 Cup 1 Tbsp	Mixed Vegetables (Vit A)	1/2 Cup	Mashed Potatoes	1 Cup					Herbed Noodles	1 Cup
	Biscuit	1/54 Each	Cornbread	1/54 Slice	Biscuit	1/54 Each	Peas & Carrots (Vit A)	1/2 Cup	Green Beans	1/2 Cup	Mexi-corn	1/2 Cup	Peas & Carrots (Vit A)	1/2 Cup
	Margarine w/Vit A#	1 Tbsp	Margarine w/Vit A#	1 Tbsp	Margarine w/Vit A#	1 Tbsp	Dinner Roll	2 WZ	Tossed Salad with Dressing	1/2 Cup 1 Tbsp	Salsa	1 Tbsp		
	Cake	1/54 Slice	Cookies	2 Each	Cake	1/54 Slice	Margarine w/Vit A#	1 Tbsp	Dinner Roll	2 WZ	Tortillas, corn, 6"	2 Each	Cornbread	1/54 Each
	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Pudding	1/2 Cup	Margarine w/Vit A#	1 Tbsp	Margarine w/Vit A#	1 Tbsp	Margarine w/Vit A#	1 Tbsp
S N A K S	Cookies	2 Each	Peanut Butter	2 WZ	Cake	1/54 Each	Low Fat Milk	1 Cup	Cookies	2 Each	Pudding	1/2 Cup	Cookies	2 Each
			Jelly	1 WZ			Peanut Butter	2 WZ	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup
			Wheat Bread	2 Slice			Jelly	1 WZ	Graham Crackers Sq	3 Each	Peanut Butter	2 WZ	Cake	1/54 Each
			Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Wheat Bread	2 Slice			Jelly	1 WZ		
							Low Fat Milk	1 Cup	Low Fat Milk	1 Cup	Wheat Bread	2 Slice	Low Fat Milk	1 Cup

*Items designated by "FZ" are volume measurements. *Items designated by "WZ" are weighted measurements. *Menus are subject to change without notice due to product availability, production problems or security concerns. *One each salt & pepper packets served with meals as needed.
#Margarine and sugar are used in recipes and SOPs and may not appear on tray.

Aura Donnelly, R.D.

May 7, 2015

Dietitians Signature

Date

Food Service Manager

Date

Client's Signature

Date

Juvenile Weekly Nutritional Analysis

Multi Column: Week 1 Gila Co AZ, Juvenile bid * | All Days

Nutrients	Value
Basic Components	
Calories (kcal)	3559.16
Protein (g)	140.18
Fat (g)	128.51
Carbohydrates (g)	478.43
Cholesterol (mg)	356.20
Dietary Fiber (g)	44.30
Vitamins	
Vitamin C (mg)	133.18
Vitamin A - IU (IU)	28393....
Vitamin D - IU (IU)	531.16
Minerals	
Sodium (mg)	5032.34
Iron (mg)	27.27
Calcium (mg)	1939.85

Multi Column: Week 2 Gila Co AZ Juvenile Menu bid * | All Days

Nutrients	Value
Basic Components	
Calories (kcal)	3512.61
Protein (g)	145.60
Fat (g)	116.59
Carbohydrates (g)	489.96
Cholesterol (mg)	324.26
Dietary Fiber (g)	47.50
Vitamins	
Vitamin C (mg)	144.13
Vitamin A - IU (IU)	27798....
Vitamin D - IU (IU)	579.56
Minerals	
Sodium (mg)	4998.68
Iron (mg)	28.09
Calcium (mg)	1954.98



Juvenile Weekly Nutritional Analysis

Multi Column: Week 3 Gila Co AZ Juvenile Bid * | All Days

Nutrients	Value
Basic Components	
Calories (kcal)	3531.68
Protein (g)	144.62
Fat (g)	124.98
Carbohydrates (g)	476.60
Cholesterol (mg)	377.96
Dietary Fiber (g)	51.01
Vitamins	
Vitamin C (mg)	160.66
Vitamin A - IU (IU)	26355....
Vitamin D - IU (IU)	555.14
Minerals	
Sodium (mg)	4867.81
Iron (mg)	26.67
Calcium (mg)	2022.87

Multi Column: Week 4 Gila Co AZ Juvenile bid * | All Days

Nutrients	Value
Basic Components	
Calories (kcal)	3525.72
Protein (g)	141.67
Fat (g)	131.18
Carbohydrates (g)	462.06
Cholesterol (mg)	320.15
Dietary Fiber (g)	43.14
Vitamins	
Vitamin C (mg)	140.66
Vitamin A - IU (IU)	27654....
Vitamin D - IU (IU)	580.86
Minerals	
Sodium (mg)	4909.66
Iron (mg)	27.83
Calcium (mg)	1957.00

Statement of Nutritional Adequacy



TRINITY SERVICES
GROUP, INC.

11225 North 28th Drive
Suite D-204
Phoenix, AZ 85029

May 11, 2015

STATEMENT OF NUTRITIONAL ADEQUACY

The average calorie count is approximately 2900 calories per day for Adult and 3500 calories for Juveniles.

The bid menu was written for Gila County to be served as the regular menu in general population. They have been analyzed using the SQL Food Processor computer analysis program from the ESHA Corporation of Salem, Oregon. Per standard nutritional analysis protocol, the menus were averaged in seven-day periods. The analysis confirms that the menus provide a nutritionally adequate diet for incarcerated adults and juveniles.

Specifically, as written and analyzed, the menus satisfy the Recommended Dietary Allowances and Dietary Reference intakes for major nutrients required for adults ages 19 through 50 and juveniles ages 14 – 18 per the National Academies of Science – National Research Council. Some nutrient values may vary based on the nutrient data available from manufacturers and the specific items used for analysis.

Laura Donnelly, R.D.

Laura Donnelly, R.D.
West Region Dietitian
Registration Number: 865354

	Registered Dietitian™		Registered Dietitian Nutritionist™	Commission on Dietetic Registration <small>the credentialing agency for the Academy of Nutrition and Dietetics</small>
CDR certifies that Laura L Donnelly has successfully completed requirements for dietetic registration.				
<i>Laura Donnelly</i>			Registered Dietitian™ (RD™) Registered Dietitian Nutritionist™ (RDN™)	
Signature				
Registration I.D. Number 865354				
Registration Payment Period: 09/01/2014 - 08/31/2019			<i>Kathryn L. Hamilton</i> MA, RDN, CSO, CDN Chair, Commission on Dietetic Registration	



Diet Guidelines for Correctional Institutions

For your review, we have provided below, the Table of Contents from *Trinity's Diet Manual for Correction Institutions*, along with descriptions of special diet accommodations.

CORRECTIONAL FOOD SERVICE DIET REFERENCE MANUAL

Table of Contents

Section I General Information

Introduction
Diet Manual Acknowledgement
Dietary Management Procedures
Restricted Diet Guidelines
Local Written Policy on Religious Diets Restricted
Diet Orders/Cancellations
Standard Medical Diet Order Form

Section II Regular Menu and Diet Meal Patterns

Regular Menu
Restricted Diet Spreadsheets
Standard Restricted Diets
Facility Diet Spreadsheets

Section III Restricted Diet Parameters/Guidelines

Clear Liquid Diet
Full Liquid Diet
Long Term Full Liquid Diet
Dental Mechanical Diet
High Protein, High Calories (Also used for pregnancy)
Diabetic
Consistent Carbohydrate
Calorie Controlled – 1800 and 2500
Heart Healthy (Low Sodium, Low Chol, Low Fat)
Higher Fiber
Renal (Restricted Protein, Sodium Potassium)
Food Allergy/Food Intolerance

Section IV Appendix of Forms

Suicide Watch/Finger Foods
Disciplinary Meal Plan/Loaf
Low Lactose Diet
Purine Restricted Diet
Gluten Free Diet
Coumadin/Vit K Restriction
Menu Substitutions
Approved Substitution Guidelines
Support Management of Unplanned Diet Orders

Dietary Management Procedures

Attention to the special dietary needs of the inmate population is a critical area of concern. The following management procedures shall be carried out by the on-site food service team:

- A high-quality Dietary Program that meets all the requirements of the client facility
- A Program that meets all standards set forth by the American Correctional Association
- A Program that meets the recommendations of the National Academy of Sciences, Board of Medicine
- A Program that meets the recommendations of the National Commission on Correctional Health Care of the American Medical Association
- A Program that meets dietary guidelines set forth by the Academy of Nutrition and Dietetics and the American Diabetes Association

Directors' and Supervisors' Diet Responsibilities

- To train staff in properly preparing and serving special diets
- To review diet sheets weekly for special food item orders
- To review diet sheets one day ahead to be aware of production needs. Quantities of special diet foods should be noted on production sheets (hot and cold items as well as special beverages)
- To ensure diet trays and beverages are properly labeled
- To check all diet trays assembled with diet load sheets
- To notify corporate if there is a need for a special diet for which instructions have not been provided
- To provide night snacks as needed for medical diets
- In units with inmate cafeterias, to notify medical of "no pick up" rate and ensure diets are given only to inmates with identification
- To maintain records of all diets served. This includes filing diet orders and cancellations and recording on copies of diet sheets, the date the diets were served and the number of diets served by type. For cafeteria service, a signature record of all inmates receiving diets by date and meal must be maintained. Records of food items and quantities served for special diets not included on diet sheets must be dated for each meal
- If substitutions are made on pre-planned diet sheets, the item must be recorded



Restricted Diet Guidelines

- Trinity Services Group will provide the necessary supervision and training to ensure restricted diets are prepared and served according to the guidelines. Documentation of diet meals served to inmates will be maintained according to institutional guidelines.
- Menus will be evaluated by a Registered Dietitian (RD) at least annually, or more often if required for NCCHC or other certification, to ensure they meet the nationally recommended allowances published by the National Academy of Sciences and/or contract parameters.
- Medical diets shall be ordered by a Health Care Provider or Medical Authority. Medical diets will be ordered, revised, or cancelled according to local policies and procedures by each institution. Prescriptions for diets should be specific and provided in writing to the food service department.
- The dietary education of inmates is the responsibility of the medical and/or dental staff.
- The regular menu will be the basis for all restricted diets developed by the RD. Requests for food based on inmate preference shall not be considered and should not be ordered by health care providers.
- The Regional Dietitian is available, upon request, for nutrition consultation with the health care provider or medical authority.

The standard restricted diets are not designed as therapeutic diets for the acutely ill inmate. The intent of the diets is to provide proper nutrition for inmates with chronic health conditions.

It is hoped that the acutely ill inmate will be placed in a proper health care setting where the nourishment and intake can be adequately monitored to ensure compliance with medical directives.

Religious Diets

The facility shall set policy on which religious diets are honored and offered, as well as the criteria for participation in the religious meal program. Trinity Services Group has several religious menus that can be utilized as well as the availability to include vegetarian meal alternates to meet religious needs.

It is not recommended that medical staff order diets for religious purposes, as this is not in their scope of practice.

Regular Menu and Diet Meal Patterns

The regular menu is developed by your Regional Registered Dietitian (RD) to meet the Estimated Average Requirements and the Dietary Reference Intakes for the age, sex, and activity level of the population for major nutrients as defined by Nutrition Labeling Education Act. A nutrition statement is prepared and signed annually, or as required by contract by the Regional Dietitian. Acceptability, cost containment, and constraints inherent in a corrective environment are considerations for the development of the regular menu in addition to nutritional requirements.

Trinity's Standard Restricted Diets

DIET TYPE	DESCRIPTION
Regular Menu Male/Female	The standard menu provides calories, protein, vitamins and minerals for healthy adult. The caloric level is determined by contractual requirements
Diabetic Diet-Consistent Carbohydrate	Follows the regular menus as closely as possible with the modified portions to provide consistent carbohydrates throughout the day. Replace concentrated sweets with sugar free or lower sugar items. An HS snack is provided for insulin dependent diabetics
Insulin Dependent Diabetic Diet-Calorie Controlled Menus available: 1800/2500 calorie	Standard Diabetic Meal Plans for Insulin Diabetics-Diabetic/Calorie Controlled Diets. The menu follows the regular menu when possible using low fat preparation methods such as baking or broiling, and includes an HS snack. Diet parameters approximately 50% calories from carbohydrates, 20% calories from protein and 30% calories from fat. Please note: The HS snack provided is part of the caloric total of the diet.
Low Fat/Cholesterol/Salt/Diet used for Hypertension, Hyperlipidemia, CHD, Non-Insulin Dependent Diabetes and Gall Bladder Problems	Less than 30% of the calories derived from fat, less than 300mg Cholesterol, 3gm Sodium, and 30-35gm Dietary Fiber. The menu follows the regular menu when possible using low fat preparation methods such as baking or broiling
High Fiber	Provides an additional 1 cup of cooked dried beans per day to supplement dietary fiber content of daily meals
Dental Mechanical	The menu has been mechanically manipulated to meet the needs of inmates with limited chewing abilities. No supplementation is necessary
Clear Liquid	Provides transparent fluids and glucose for energy. Expires after 3 days. Used only to provide hydration and energy for pre-test, flu, or post-operative conditions
Full Liquid or Long Term Full Liquid	Diet composed of fluid or semi-fluid easily digestible foods. Intended to be a transitional diet, will be low in fiber and nutrients used exclusively for extended periods of time. Used post surgically or in cases of limited chewing abilities. The caloric variance is because of the addition of two high calorie shakes for full liquid diets or broken jaw diets for long term use. Expires after 5 days, if need longer Long Term Full Liquid Diet should be ordered
Enhanced Calorie/Protein	Suitable for pregnancy or situations unintentional, significant weight loss secondary to a disease process. The regular menu is served with an HS snack. Additional portions at meals may be provided, based on calorie/protein content of the regular menu
Renal Renal Disease Diet Renal Dialysis Diet	Limits, as appropriate for each diet, the quantity of protein, sodium, and potassium provided daily
Gluten Free	A gluten free meal plan is used to enable use of regular menu items as much as possible. The meal plan eliminates gluten containing foods" wheat, rye, barley, and oats



Sample Holiday Menus

A minimum of twelve (12) nationally recognized holiday meals will be provided annually. The following is a sampling of the Holiday meals we provide.

Christmas

Roast Turkey Breast
Gravy
Cornbread Dressing
Mashed Sweet Potatoes
Broccoli Cuts
Fruited Gelatin Salad
Hot Buttered Dinner Roll
Pumpkin Square

New Year's Day

Baked Turkey Ham
Pineapple Sauce
Scalloped Potatoes
Buttered Green Beans
Toss Salad with Dressing
Hot Buttered Cornbread
Cherry Cobbler

Easter

Baked Turkey Ham
Apple Glaze
Whipped Sweet Potatoes
Buttered Green Beans
Tossed Salad with Dressing
Cornbread with Honey Butter
Fruit Crisp

Thanksgiving

Roast Turkey Breast
Gravy
Sage Dressing
Mashed Potatoes
Buttered Green Beans
Perfection Salad
Hot Buttered Dinner Roll
Pumpkin Cake

Spirit Lifter

Hamburger
Hamburger Bun
Baked Beans
Potato Salad
Spicy Coleslaw
Catsup & Mustard Packets
Fruit Cobbler

Spirit Lifter

Barbecued Chicken
Baked Beans
Potato Salad
Steamed Collard Greens
Buttered Whole Kernel Corn
Hot Buttered Dinner Roll
Brownie

Trinity Take-Out

Trinity offers **Trinity Take-Out**, a program for inmates that offer additional high-quality fresh food items for purchase.

Trinity Take-Out serves as an incentive for positive inmate behavior and a staff morale booster while increasing the utilization of taxpayer assets.

Inmates who qualify with good behavior and have money in their account are eligible to purchase one of any number of food items. A portion of the proceeds, after costs and labor, go to a purpose or cause designated by your facility.

Sample Secure Delivery Schedule

- Eligibility is determined each Friday
- Officers provide menus to inmates
- Orders are collected by 8 a.m. on Saturday
- One item per week limit (inmates only)
- Prepared and delivered fresh
- Delivery is between 12 & 1 p.m. on Saturday
- ID badge is needed to receive the order

Sample Operating Plan

- A monthly calendar is distributed, giving advance notice of available meals
- A full menu is presented to staff and inmates a week before delivery
- Eligible “Good Behavior” inmates are given the menu
- Orders are collected and funds are debited from the inmates account
- All items are approved by facility staff. Food is prepared and delivered fresh to your facility between 12 p.m. & 1 p.m. on Saturday
- If an inmate receives disciplinary action between order and delivery and/or is unable to receive the order, money is not refunded



Freshly Prepared Food for Staff & Inmate Populations



Alternative Cart Service

Our Cart Service can provide pre-selected products for purchase and travels to each housing unit. A pre-set menu can be distributed one day in advance. Funds are debited from an inmate’s account prior to delivery. Offerings are standardized to accommodate short turn around times.



Sample Offerings



Black Angus Cheeseburger

1.5 oz. Bag of Chips

20 oz. Chilled Cola



Beef Nachos Grande

1.5 oz. Bag of Chips

20 oz. Chilled Cola



Boneless Buffalo Wings

1.5 oz. Bag of Chips

20 oz. Chilled Cola



Chef Salad

1.5 oz. Bag of Chips

20 oz. Chilled Cola



8" Deluxe Pizza

1.5 oz. Bag of Chips

20 oz. Chilled Cola



Jumbo Beef Burrito

1.5 oz. Bag of Chips

20 oz. Chilled Cola

Contingency Plan

Our policy is to be prepared to serve all meals as scheduled despite emergency situations, such as power loss, fire, inmate lockdown, or local disaster. In fact, we have never failed to provide meals during emergency conditions.

Each unit is required to have a written plan that outlines its particular needs in the event of a disaster or an emergency situation. At a minimum, a three-day supply of food and disposable serviceware is available at all times. Additional supplies of those items that would be needed the most in an emergency are also kept onsite; the amount and scope vary with the size and complexity of the individual facility and will be coordinated with the Facility Commander.

Staff from units closest to the one(s) affected, would provide assistance, if required. Unit staff are on 24-hour alert. If needed, a self-contained refrigerated vehicle will be supplied. It is the duty of the unit's Food Service Director, in consultation with the client, to determine the steps to be taken.

Emergency Preparedness

The following is a recommended, generalized amount of product that should be on hand at all times in the facility. The stock can either be intermingled with the general inventory or can be separated. If it is separated (i.e. on separate pallets) then the stock must be rotated into the general inventory and used every three months. Naturally, the emergency stock would have to be replaced at that time.

Recommended Emergency Stock Levels

Food Group	Amount On Hand
Assorted Frozen Vegetables	7 day supply
Frozen Entrées.	7 day supply
Frozen Poultry	7 day supply
Frozen Fish	7 day supply
Frozen Meats	7 day supply
Fresh Milks and Dairy Items	1-1/2 day supply (daily delivery)
Prepared Vegetables and Potatoes	2-1/2 day supply
Frozen Desserts	7 day supply
Frozen Juices	7 day supply
Canned Products.	10 day supply
Dry Staples, Groceries	10 day supply
Cleaning Supplies	10 day supply
Bread and Rolls.	1-1/2 day supply (daily delivery)



Emergency amount on hand will comply per client agreement.



Procedures

Loss of Water

- All food will be served on disposable serviceware.
- Arrangements will be made with a local water supplier to provide emergency supplies.
- Emergency menus will be used until the end of the emergency.

Loss of Steam or Electricity

- The Food Service Manager will evaluate the possibility of using alternative cooking methods. If alternative power is available, the standard menu will be followed.

Vendor Failure

- Substitutions of appropriate menu items of like quality and nutritional value for undelivered items.
- The Food Service Department will maintain the standard house menus with appropriate substitutions unless delivery failure is of a significant amount that emergency menus are required.

Work Stoppage

- Food Service will have on hand sufficient foodstuff and supplies to provide meal service during a work stoppage.
- Emergency menus will be instituted.
- An emergency work force will be formed from employees from other units.

Emergency Menus

- A 24-hour emergency menu is developed for use in contingency situations.
- Supplies to fulfill emergency menus will be maintained at all times.

General Food Service Emergency Procedures

- Whenever possible, normal operating procedures and schedules will be followed.
- At the discretion of the Food Service Director/Unit Manager or his representative, Food Service employees will be subject to call-in to provide staffing on a 24-hour basis.
- Meal Service:
 - By mutual agreement, the Food Service Director or his representative and the Facility Commander, may change the meal hours based on the extent of the emergency.
 - In the event of power failure, a one-day menu is available.
- Disposable utensils, trays, and flatware are available in the event that the emergency warrants their use. The decision to use the disposable serviceware or a portion of it will be the responsibility of the Food Service Director/Unit Manager or his representative, in conjunction with the Facility Commander.
- A three-day stock of food and supplies are on hand at all times, however, this needs to be confirmed by the Agreement between Trinity and the facility. Resupply may be accomplished by phoning the authorized vendors, or if there is a problem with delivery, other nearby Trinity units will provide assistance.
- Instruction in emergency procedures will be provided for employees in routine training sessions.

Emergency Menu (no electricity)

This menu assumes that the meat slicer has been wired to the emergency circuit. Most gas and steam equipment would be inoperable as these items are usually controlled by electricity.

Breakfast

- Fruit or Juice
- Dry Cereal
- 1 oz Cheese or Peanut Butter
- Bread or Prepared Breakfast Pastry
- Milk

Lunch

- Tuna Salad or Lunch Meat Sandwich
- Chips
- Fresh or Canned Fruit
- Cold Beverage

Dinner

- Sliced Turkey or Turkey Ham w/Lettuce and Vegetable Garnishes
- Bread or Rolls
- Margarine or Condiment
- Salad w/Dressing
- Fruit or Prepared Dessert
- Milk



Emergency Menu (no electricity)

This menu assumes that there is power to the steam equipment.

Breakfast

- Fruit Juice or Canned Fruit
- Scrambled Eggs (in steam kettle)
- Cooked Cereal (in steam kettle)
- Cold Milk
- Bread and Margarine

Dinner

- Roast Beef or Turkey Sandwich with Crackers
- Tossed Salad with Dressing
- Fruit
- Milk

Lunch

- Tuna Salad or Cheese Sandwich
- Potato Chips
- Tossed Salad with Dressing
- Fruit or Cookies
- Punch

Emergency Menu (no steam)

Breakfast

- Fruit or Juice
- Dry Cereal
- Scrambled Eggs (on gas or electric grill)
- Toast or Breakfast Pastry
- Margarine
- Milk
- Coffee

Dinner

- Sliced Turkey (oven)
- Rice (oven)
- Green Beans (oven or range top/burner)
- Gravy
- Plated Salad
- Bread Rolls
- Margarine
- Instant Pudding or Prepared Dessert
- Milk

Lunch

- Beef Patty (on gas or electric grill)
- Cheese Slice
- French Fries (oven or fryer)
- Corn (oven or range top/burner)
- Plated Salad
- Hamburger Bun or Bread
- Condiments
- Canned Fruit or Prepared Dessert
- Cold Beverage

Emergency Menu (no water or power)

Food would be served on disposables, since hot water would not be available for dish washing.

Breakfast

- Fruit or Juice
- Dry Cereal
- Bread or Prepared Breakfast Pastry
- Margarine
- Milk

Dinner

- Sliced Meat and/or Cheese Plate
- Marinated Canned Vegetable Salad
- Canned Pudding or Prepared Dessert
- Bread or Rolls
- Margarine
- Milk

Lunch

- Tuna Salad or Peanut Butter Sandwich
- Chips
- Canned Fruit or Prepared Dessert
- Fruit Juice or Punch

Emergency Lockdown Menu

The following menu will be used in the event of an institutional lockdown that is longer than one day.

All meals may be shipped in a three-compartment tray or brown paper bag along with condiments for meals (napkins, salt and pepper, sugar packets, etc.).

Breakfast

- Fruit Juice
- Cold Cereal
- Bread
- Peanut Butter
- Margarine
- Milk 2%

Dinner

- Macaroni-Beef Tomato Casserole
- Peas
- Tossed Salad w/Italian Dressing
- Pudding
- Bread or Rolls
- Margarine
- Milk 2%

Lunch

- Turkey Hot Dog
- Baked Beans
- Coleslaw
- Hot Dog Buns
- Mustard p.c.
- Fresh Fruit



ACA Standards for Food Service

Principle: Meals are nutritionally balanced, well-planned and prepared, and served in a manner that meets established governmental health and safety codes. Trinity Services Group's Quality Standards are based on the ACA Standards for Food Service.

Food Service Management

4-4313 (Ref. 3-4294)

Food service operations are supervised by a full-time staff member who is experienced in food service management.

Comment: The food service manager should have the resources, authority, and responsibility to provide complete food service for the institution, including three nutritionally adequate, palatable, and attractive meals a day produced under sanitary conditions and at reasonable costs. The food service manager should have a minimum of three years' experience in food service management.

Budgeting and Purchasing

4-4314 (Ref. 3-4295)

Written policy, procedure, and practice specify the food service budgeting, purchasing, and accounting practices including, but not limited to, the following systems;

- Food expenditure cost accounting designed to determine cost per meal per inmate
- Estimation of food service requirements
- Purchase of supplies at wholesale and other favorable prices and conditions, when possible
- Determination of and responsiveness to inmate eating preferences
- Refrigeration of food, with specific storage periods

Budgeting and Purchasing (continued)

4-4315 (Ref. 3-4296)

Written policy, procedure, and practice require that accurate records are maintained of all meals served.

Comment: A uniform system should be established to record the number, cost, and type of meals served inmates, employees, guests, and visitors. Employees, guests, and visitors should be served the same food inmates are served. Food service records should include published menus, information on waste, food costs, and nutritional accounting, and notation of food products raised or produced in the system.

Dietary Allowances

4-4316 (Ref. 3-4297)

(MANDATORY) There is documentation that the institution's dietary allowances are reviewed at least annually by a qualified nutritionist or dietitian to ensure that they meet the nationally recommended allowances for basic nutrition. Menu evaluations are conducted at least quarterly by institution food service supervisory staff to verify adherence to the established basic daily servings.

Comment: Dietary allowances, as adjusted for age, sex, and activity, should meet or exceed the recommended dietary allowances published by the National Academy of Sciences. A qualified nutritionist or dietitian is a person registered or eligible for registration by the American Dietetic Association or who has the documented equivalent in education, training, or experience, with evidence of relevant continuing education.

Menu Planning

4-4317

(Ref. 3-4298)

Written policy, procedure, and practice require that the food service staff plan menus in advance and substantially follow the plan; and that the planning and preparing of all meals take into consideration food flavor, texture, temperature, appearance, and palatability.

Comment: All menus, including special diets, should be planned, dated, and available for review at least one week in advance. Any substitutions in the meals actually served should be noted and should be of equal nutritional value. A file of tested recipes adjusted to a yield appropriate for the facility's size should be maintained on the premises. Food should be served as soon as possible after preparation and at an appropriate temperature. Clinical diets should be approved by a qualified nutritionist or dietitian and documented accordingly.

Therapeutic Diets

4-4318

(Ref. 3-4299)

Therapeutic diets are provided as prescribed by appropriate clinicians. A therapeutic diet manual is available in the health services and food services areas for reference and information.

Comment: Therapeutic diets are prepared and served to inmates according to the orders of the treating clinician or as directed by the responsible health authority. Prescriptions for therapeutic diets should be specific and complete, furnished in writing to the food service manager, and rewritten quarterly. Therapeutic diets should be kept as simple as possible and should conform as closely as possible to the foods served other inmates.

Therapeutic Diets (continued)

4-4319

(Ref. 3-4300)

Written policy, procedure, and practice provide for special diets for inmates whose religious beliefs require the adherence to religious dietary laws.

Comment: Religious diets should be approved by the chaplain. Religious diet prescriptions should be specific and complete, furnished in writing to the food service manager, and rewritten monthly. Special diets should be kept as simple as possible and should conform as closely as possible to the foods served other inmates.

4-4320

(Ref. 3-4301)

Written policy precludes the use of food as a disciplinary measure.

Comment: All inmates and staff except those on special medical or religious diets should eat the same meals. Food should not be withheld, nor the standard menu varied, as a disciplinary action for an individual inmate. The standard does not preclude rewarding groups of inmates with special foods in return for special services or under special circumstances.

Health and Safety Regulations

4-4321

(Ref. 3-4302)

(MANDATORY) There is documentation by an independent, outside source that food service facilities and equipment meet established governmental health and safety codes; corrective action is taken on deficiencies, if any.

Comment: Food service facilities and equipment should meet all standards and requirements set by qualified professional and/or governmental bodies. Food service personnel should be trained in accident prevention, first aid, use of safety devices, floor care, knife storage, and use of fire extinguishers. They should attend regular meetings to discuss accident prevention and analyze major accidents to prevent recurrence.



Health and Safety Regulations (continued)

4-4322

(Ref 3-4303)

(MANDATORY) Written policy, procedure, and practice provide for adequate health protection for all inmates and staff in the institution, and inmates and other persons working in food service, including:

Where required by the laws and/or regulations applicable to food service employees in the community where the facility is located, all persons involved in the preparation of food receive a preassignment medical examination and periodic re-examinations to ensure freedom from diarrhea, skin infections, and other illnesses transmissible by food or utensils; all examinations are conducted in accordance with local requirements.

When the institution's food services are provided by an outside agency or individual, the institution has written verification that the outside provider complies with the state and local regulations regarding food service.

All food handlers are instructed to wash their hands upon reporting to duty and after using toilet facilities.

Inmates and other persons working in food service are monitored each day for health and cleanliness by the director of food services (or designee).

Comment: All food service personnel should be in good health and free from communicable disease and open, infected wounds; have clean hands and fingernails; wear hairnets or caps; wear clean, washable garments; and employ hygienic food-handling techniques. Federal facilities should apply appropriate regulations such as those of the U.S. Public Health Service.

Inspections

Food Products

4-4323

(Ref. 3-4304)

When required by statute, food products that are grown or produced within the system are inspected and approved by the appropriate government agency. There is a distribution system that ensures prompt delivery of foodstuffs to institution kitchens.

Comment: All such foodstuffs should meet or surpass government inspection levels, and the distribution system should ensure that they are delivered when fresh and in a condition for optimum food service.

Government inspection of food grown in inmate gardens and used in food service is not required where the garden is not part of a larger agriculture operation and the inmate does not work full time at food production for use by the inmate population; all garden-grown food should, however, be inspected by food service personnel prior to use.

Facilities and Equipment

4-4324

(Ref. 3-4305)

(MANDATORY) Written policy, procedure, and practice require weekly inspections of all food service areas, including dining and food preparation areas and equipment, by administrative, medical, or dietary personnel. These may include the person supervising food service operations or his/her designee. Refrigerator and water temperatures are checked daily by administrative, medical, or dietary personnel.

Comment: All areas and equipment related to food preparation (for instance, ranges, ovens, refrigerators, mixers, dishwashers, garbage disposals) require frequent inspections to ensure their sanitary and operating condition. Water temperature on the final dishwasher rinse should be 180 degrees Fahrenheit; between 140 degrees Fahrenheit and 160 degrees Fahrenheit is appropriate if a sanitizer is used on the final rinse. The person conducting the inspection should have some training in food service operations.

Facilities and Equipment (continued)**4-4325 (Ref. 3-4306)**

Written policy, procedure, and practice provide that stored shelf goods are maintained at 45 degrees to 80 degrees Fahrenheit, refrigerated foods at 35 degrees to 40 degrees Fahrenheit, and frozen foods at 0 degrees Fahrenheit or below, unless national or state health codes specify otherwise.

Meal Service**4-4326 (Ref. 3-4307)**

Written policy, procedure, and practice provide that meals are served under conditions that minimize regimentation, although there should be direct supervision by staff members.

Comment: Cafeteria facilities are preferable to inmate waiter service. The dining area should provide normal group eating facilities, and conversation should be permitted during dining hours. When possible, there should be "open" dining hours, thus eliminating traditional waiting lines and forced seating by housing, assignment, and so on. Full cutlery services should be provided based on a control system. All meals should be served under the direct supervision of staff.

Meal Service (continued)**4-4327 (Ref. 3-4308)**

Space is provided for group dining except when security or safety considerations justify otherwise.

Comment: Meals should not be served in cells unless necessary for safety and security. When a meal must be served in a cell, a small table or shelf and some type of seating should be provided.

4-4328 (Ref. 3-4309)

Written policy, procedure, and practice require that at least three meals (including two hot meals) are provided at regular meal times during each 24-hour period, with no more than 14 hours between the evening meal and breakfast. Variations may be allowed based on weekend and holiday food service demands, provided basic nutritional goals are met.

Comment: When inmates are not routinely absent from the institution for work or other purposes, at least three meals should be provided at regular times during each 24-hour period.



Workplace Safety and Security

Safety Responsibilities

All team members must follow safe work practices and are required to report ALL accident/incidents.

Team members who violate safety standards, who cause hazardous or dangerous situations, fail to report, or where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination.

Accident investigations are completed after every accident/incident.

Hazard Identification – Workplace Inspections

Quarterly Safety Inspections (QSI) are conducted at ALL accounts during the months of January, April, July, and October. Any item marked “needs improvement” must be documented with corrective action listed and completed before the next QSI, unless reason is given and approved.

All Managers and Team Members must sign the Safety Pledge. Failure to abide by Trinity’s safety policies and expectations can result in progressive discipline, up to and including termination of their employment.

Return to Work Program

It is our goal to return every team member to work as soon as possible after the doctor releases them for full or light duty.



Service First, Safety Always!

Key Rules for an Injury-Free Workplace

Violation of any of these rules is grounds for dismissal:

- Willful or repetitive violation of safe work
- Willful or repetitive violation of practices
- Reckless use of equipment or vehicles
- Horseplay
- Endangering the safety of yourself and/or others by:
 - Failing to report a hazard
 - Failing to correct a hazard, if possible
 - Using or being under the influence of drugs or alcohol en route to or during work
 - Failing to maintain required licenses/certifications

Violation of any of these rules is subject to progressive discipline:

- Use approved techniques to prevent strains
 - Approved techniques include using:
 - Lifting aids for lifts in excess of 50 lbs.
 - Shared lifts where weight exceeds 75 lbs.
 - The right equipment to move and store material
 - A back support belt, when appropriate
- Use protective safety, guarding or required protective clothing and equipment to:
 - Prevent cuts
 - Cutting gloves must be worn on both hands while cleaning cutting/slicing equipment
 - Slide wraps must be in place on all wrap boxes
 - Prevent slips and falls
 - Footwear must be approved slip resistant (not skid resistant)
- Prevent burns
 - Must use recommended protection while changing or handling fryer grease. This includes heavy rubber gloves and face shield
 - Wear a full face shield when working with such things as hot grease, welding, or charging batteries
 - When handling hot objects one must wear approved oven mitts or equivalent protection
- Protect against chemical injuries
 - Chemical gloves must be worn when handling, cleaning, or using chemicals; or when recommended by Material Safety Data Sheets (MSDS) / Globally Harmonized System of Classification and Labeling of Chemicals (GHS)
 - Chemical splash goggles must be worn where needed or when recommended
- Protect against foot injuries
 - Workers must wear safety-toed (steel-toed) shoes where exposure to serious foot injury exists
 - Identify and correct safety hazards in the physical environment
- Workers must clean up spills and correct other slip/trip hazards. Never leave a drain cover open
- Workers must properly store supplies, tools, products, knives, etc.
- Workers must place proper warning signs or other notifications such as “wet floor” cones immediately in any wet area including restrooms



- Use vehicles or other motorized devices properly
 - Workers must be authorized and complete company training to use company vehicles or motorized equipment
 - Workers must obey all traffic rules/laws
 - Workers must wear seat belt
 - Workers must complete a daily vehicle hazard checklist before driving
 - Workers must notify immediate supervisor of equipment defects
 - Workers must keep headlights or daytime running lights on whenever driving
- Use equipment and tools properly
 - Workers must never operate equipment for which they have not been trained or authorized to use
 - Workers must use the correct equipment for the task. Use only tools and equipment approved for the specific job
 - Be sure guards or other safeguards are in use. Ensure they are not removed except for cleaning and always replaced promptly
 - Workers must disconnect equipment during cleaning, maintenance, or when not in use
 - Workers must follow lock-out/tag-out procedures as required

Associate Responsibilities Before an Injury

- Actively listen during safety orientation and training, and acknowledge the orientation by signing the receipt.
- Attend all safety meetings and participate in accident investigations, as requested.
- Comply with all safety rules and be aware that violation is subject to discipline.
- Participate on a safety committee or task force, if requested.
- Report all safety and health hazards of the job to the immediate supervisor or send concerns to the Risk Management Department

Associate Responsibilities After an Injury

- Report the incident to the immediate supervisor at once
- Seek prompt medical attention
- Cooperate with any accident investigation that takes place regarding an injury
- Keep the immediate supervisor informed of all related medical appointment(s) as soon as they have been made
- Attend all scheduled medical appointments regarding an injury
- Cooperate with the claims adjuster involved in providing benefits
- Accept temporary transitional duty assignments, if offered

Security

Trinity recognizes the obvious importance of maintaining control and security of each correctional facility we occupy. Throughout the years, we have developed a comprehensive Security Procedures and Policies Program including:

- Contraband
- Tool control
- Key control
- Trash checks
- Taking of hostages
- Planned assaults
- Rumors (convey to institution)
- Shakedown procedures

For your review, we have included excerpts from the Operational Manual for Correctional Institutions, which illustrates a portion of our standard policies and procedures. Our standard security policies and procedures will be tailored to incorporate your specific needs.

Security Rules and Regulations

The Food Service Director will be responsible to the superintendent for all aspects of kitchen security and will:

- A. Instruct, train, and ensure that subordinate employees become fully aware of the requirements for proper supervision and security in inmate/employee, knife, spice, sugars, extract, and yeast control.
- B. Ensure that kitchen knives are code marked and locked away in a secure cabinet when not in use; are counted and checked when the kitchen is opened in the morning, after the noon meal, and at the close of the kitchen in the evening. A certificate to this effect is to be submitted to the security officer at the close of each day's business. Any deficiencies must be reported immediately upon discovery to the security officer.
- C. Ensure at all times that spices, sugar, extracts, and yeast are handled only by subordinate staff, excluding inmates, and that the item(s) in question are issued only for immediate use and returned after each use to the secured, locked storage unit.
- D. Ensure that the inmates/employees in the kitchen are properly instructed and supervised, and that any misbehavior or breach of rules or regulations by an inmate is immediately reported to the security officer.
- E. Ensure all keys required for use in the kitchen are carried by staff. Never allow keys to be used by, or be in possession of, inmate kitchen help.
- F. In the interest of the institution's security and to protect the safety of staff and employees, refrain from doing any personal favors or becoming involved in any business transactions with inmates.
 - Do not convey any written or verbal messages from or to any inmate.
 - Do not convey any parcel or package to or from an inmate.
 - Any such requests from whatever source as mentioned above shall be reported immediately to the institution security officer or other senior institutional staff member available.
- G. Instruct subordinate employees to refrain from conversation with inmates that involve details of their personal or family life or their financial activities. Many inmates have liaisons with organized crime on the outside who would use this information to apply pressure when possible.



- H. Instruct the civilian staff to immediately report all rumors of inmate unrest or activity to the food service director, or in his/her absence, to the chief of operating security. Rumors are important, and the personal safety of an informant can be jeopardized by an indiscreet report to the wrong echelon of the corrections staff.
- I. Require all staff to maintain a high level of professional decorum in the kitchen, requiring that staff to:
 - Refrain from the use of inmate slang in conversations.
 - Enforce all rules with all inmates uniformly.
 - Answer all inmate questions honestly, and directly (briefly) without apology or attempt to mislead.
- J. Require all staff to keep their book work current. Staff must:
 - Keep work reports up to date. Because work reports go to the parole board, they are very important to the inmate.
 - Complete disciplinary reports when necessary and do so accurately because inmates lose “good time” (or reduced sentence credit) when they receive written disciplinary reports.

Contraband Prevention

Trinity advises all food service staff that they are to abide by the facility rules regarding entering the facility, and how to behave and conduct themselves while working in the jail environment. We are guests in your facilities, and as such we know that we are subject to the applicable penalties associated with violating any rules set forth by the Authority. As a subset of the facility rules, Trinity maintains our own associate handbook and training modules that cover several aspects of the subject of contraband. We suggest employees minimize the personal items they bring in to the kitchen as much as possible.

Our Staff will supervise inmates in conjunction with kitchen officers to minimize the opportunity for them to take items from the kitchen areas into the housing areas. Keeping things locked, routine inventories of small wares, chemicals, etc. also helps maintain accountability of contraband type items.

Deliveries are inspected by our staff to ensure no foreign items are brought into the food services areas. Any incidents are reported immediately to the facility Administration.

Tool Control

All Class A and Class B contraband shall be kept in a shadow box and/or closely controlled storage. (Shadow boxes will be inventoried into a bound log book three times a day.) Secured storage area will be inventoried daily.

Class A Contraband: **(Any tool or item that will assist in an escape)**

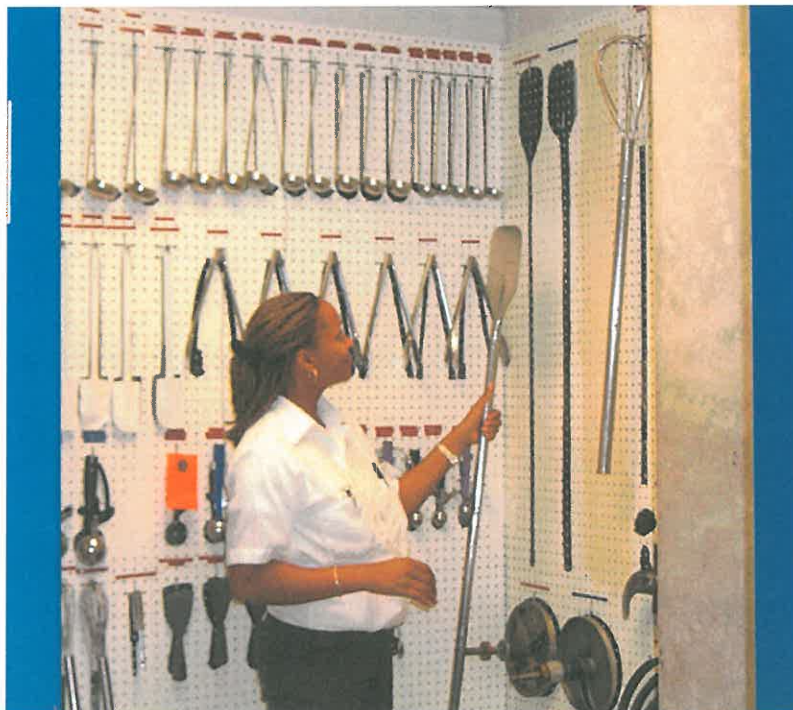
- Knives
- Cleaver
- Band saw blade
- Blades from a bread slicing machine
- Vertical cutter blade
- Food cutter blade
- Cutting parts from the meat grinder
- Gasoline or other explosives
- Acid

Class B Contraband: **(Tools that can become weapons)**

- Hammers
- Serving utensils
- Screwdrivers

A knife and tool cabinet equipped with a shadow board and adequate locking device shall be conveniently located in the Food Services Department. All hazardous knives and tools will be marked with an identification symbol. A complete and accurate inventory will be maintained in duplicate. One copy will be kept in the Food Services Department and another in the Chief Correctional Supervisor's office. Local institutional policy might also require that a copy of the inventory be kept in the central tool room.

The Food Service Director will survey and properly dispose of all broken or worn out tools and arrange for their replacement. When a knife or tool is lost or misplaced, the Food Service Manager and Chief Correctional Supervisor shall be notified immediately. An inmate who may have had access to the tool will be held in the department until a thorough search has been made. A written, dated report to the Chief Of Correctional Supervision will be made covering the details of the loss of tool or knife.



Tool Control Chart

A Tool Control Chart, similar to the example in this section, must be kept current at all times. The following information **must** be on the form:

- **Date.** Enter the current date. In large institutions, when more than one form is needed, the shift number is to be listed.
- **Tool Description.** Every Class A and Class B contraband tool is listed, with the correct number inventoried.
- **Quantity received.** Enter the quantity issued to each inmate.
- **Time Out.** Enter the exact time the tool is issued.
- **Time In.** Enter the exact time the tool is returned, locked in storage.
- **Inmate Receiving.** Enter the inmate's name and institution number.
- **Issued By.** The person issuing the tool must sign the chart each time the tool is given out.
- **Closing Inventory Signature.** The person performing the closing (final) inventory of the day or shift, must sign (include time), acknowledging receipt of all tools.
- **Officer's Signature.** The institution's officer verifying the closing inventory must sign, confirming receipt of all tools.

FOOD SERVICE TOOL CONTROL CHART					
Date: _____					
DESCRIPTION OF TOOL	QUANTITY	TIME OUT	TIME IN	INMATE RECEIVING	ISSUED BY
French Knife					
Butcher Knife					
Pantry Knife					
Meat Fork					
Honing Steel					
Potato Peeler					
Dough Cutter					
Closing Inventory: _____		Officer's Signature: _____			

Once completed, the form is filed in a three-ring binder, which is stored in a secure place within the food service office.

This form does not replace the shadow box inventory log book or the daily secure storage inventory. All three forms are to be used to ensure security at all times.

Hot Items

All of the following commodities must be closely controlled, by keeping them in secure storage, because the inmate population has developed a use for them that could jeopardize health and security.

- Coffee
- Sugar
- Extracts
- Nutmeg or spices of saffron flower
- Caustic spices
- Waterproof polyethylene bags (bread bags)
- Hallucinogenic materials (glue, gasoline, solvents)
- Yeast (Yeast is handled and disbursed only by a food service staff member. It is kept under close supervision until it is incorporated into the item being prepared. A metal box with a secure lock is provided, in a refrigerated area, for yeast storage. An inventory record is kept in the box, indicating date and quantity of issue, recipients, the balance on hand, and the initials of the supervisor making the entry.)

The statement of principle given at the beginning of this manual clearly places full responsibility for custody and security on all food service personnel. This is an underscored obligation that cannot be disregarded or delegated. Under no circumstance shall a food service employee fail to take proper correctional action. Neglect in this respect is considered a serious violation of these policies and procedures. A food service employee or his/her position in the institution does not make him/her less responsible for custody matters than the correctional officer. Situations in which a food service employee defaults on his/her custody responsibility in favor of some action to be taken by a correctional officer, are inexcusable.

Money, including small change, can be used to buy contraband from the free world. Inmates are not allowed to possess currency, and staff should not bring it into the institution, unless a secured locker is provided. Currency and credit cards must be placed in secured lockers when staff are in inmate contact areas.





Staffing Requirements

We will provide adequate staff to oversee and service all aspects of the food and laundry service to maintain an efficient, safe, and secure operation. Trinity will conduct interviews to validate the skills and experience of the current County Employees and retain them including management, if the county has no objections. Transitioning established employees ensures a efficient and successful implementation—a pathway that leads to a seamless and relatively undetectable transition.

All new Trinity employees participate in a learning process that begins on the first day of employment and continues every month going forward—keeping critical processes in the forefront and helping employees become active participants in ensuring your facility is a safe, secure, and an efficient place to work.

Trinity uses the JobApp system as its cloud-based enterprise platform to enhance and manage the overall talent acquisition process. JobApp enables us to set criteria for employment opportunities, improve candidate sourcing, accelerate time-to-fill metrics, reduce turnover-increase retention, initiate on-boarding, deliver training and continuing education to our team members, and improve the overall quality of our workforce.

In addition, JobApp affords us the opportunity to initiate a fully integrated, efficient, and cost-prudent set of nationwide background screening and drug-testing services.

Once an applicant has been hired, JobApp gives us the ability to improve productivity and engagement by streamlining the onboarding process and by empowering new team members with the resources and knowledge they need to be successful. We have created a personalized portal for all new team member information and forms that proactively monitors the onboarding process, provides new hires with learning and development activities they can start working on, and reduces bottlenecks to ensure new hires have everything they need on their first day.

We have included resumes for our Key Team Members who will be associated with Gila County and job descriptions for the varied positions, along with a propose Staff Schedule.

RESUME OF Victor R. Rendon, Regional Vice President

Experience

Trinity Services Group, Inc./Canteen Correctional Services, Inc. 2003 to Present
Regional Vice President

- Responsible for all aspects of correctional food service in the West region for both State and County. Supervise four District Managers serving approximately 60 million meals annually
- Implementation of standardized programs in food service to ensure highest quality food service
- Earn and maintain compliance with ACA requirements
- Ensure a secure and safe working environment

Canteen Correctional Services, Arizona 1996 to 2003
Regional Manager/State Food Service Director

- Responsible for all aspects of correctional food service in the State of Arizona at various facilities. Approximately 21 million meals served annually
- Implementation of standardized programs in food service to ensure highest quality food service
- Earned and maintained compliance with ACA requirements
- Ensured a secure and safe working environment

Director of Food Service, ASPC-Winslow, AZ - 1992 to 1993

Total responsibility for a 1,331-bed prison food service operation with 1,314,000 meals served annually. In complete charge of all personnel functions and contract representation on the first level.

Canteen Corporation 1990 - 1991
Assistant Food Service Manager, Hughes Aircraft, Tucson AZ - 1990 to 1991

- Personnel Management, Purchasing and Procurement, Vendor negotiation and Procurement
- Development and implementation of food service unit operating procedures
- In the absence of the Food Service Manager, assumed all duties and responsibilities of the position
- Monitored the operation of a full service business food service operation with sales exceeding \$5,000.00 daily including the distribution of food to 3 satellite feeding areas

Canteen Correctional Services, ASPC - Tucson, AZ 1986 to 1990
Assistant Director of Food Service - 1987 to 1990

- Personnel Management, Purchasing and Procurement, Vendor negotiation and procurement
- Development and implementation of food service unit operating procedures
- In the absence of the Director of Food Service, assumed all duties and responsibilities
- Monitored the operation of a full service correctional food service operation feeding 17,500 meals daily including the distribution of food 120 miles from the production site



Purchasing/Distribution/Plant Operation Manager Canteen Corporation - 1986 to 1987

- Procurement and scheduling of raw food products for a Quick Chill/Cap Kold system
- Scheduling and monitoring a \$120,000.00 weekly inventory
- Reporting and maintaining all inventory storage areas
- Scheduling and monitoring the distribution of processed foods to satellite feeding units
- Development and implementation of a preventative equipment maintenance program for a sophisticated, computerized Quick Chill System

Education

Palo Verde High School, Tucson, AZ

Training, Certifications and Awards

Canteen Corporation - Ongoing Correctional Food Service Management Training and Customer Service Training

ServSafe Certification

Excellence in Customer Service Award

Productive Leadership Training

Canteen Corporation (Boomerang II) Seminar

Staff and Inmate Worker Training

New Correctional Account Start Up Team Member for:

Arizona State Prison Complex-Windsor, AZ

Arizona State Prison Complex-Tucson, AZ

Arizona State Prison Complex-Douglas, AZ

Arizona State Prison Complex-Sonoma, CA

Joliet Prison-Joliet, IL

Wayne County Jail-Detroit, MI

Current Food and Sanitation Health Certificate

RESUME OF Mark Horneffer, District Manager

Experience

Trinity Services Group, Inc./Canteen Correctional Services, Inc. 2006 - Present
District Manager

Responsibility for eight Arizona Department of Corrections facilities, two county facilities, supporting 28 kitchens, 19,500 inmates, feeding 19,258,200 meals a year

- Review accounts' key result indicators and profit goals in order to exceed district and regional goals
- Review and maintain district hiring objectives and staff development needs for 47 salaried and 185 hourly team members
- Mentor key staff growth and development plans
- Grow Warden and liaison relations at each facility as well as Central Office and Regional Operations Directors' partnership spirit
- Prospective sales presentations, and proforma development

ARAMARK Correctional Services. 2001 - 2006
Director of Commissary Operations Central Region

- Area encompassed 22 commissary accounts in 12 states
- Reviewed account's profit attainment
- Reviewed location's sales mix and contribution analysis in order to direct account manager toward budget and client objectives
- Technical support for software issues within each account, client and staff
- Installation of software and hardware upgrades as well as all related training
- Prospective sales presentations, and proforma development

ARAMARK Business Services - American United Life 1999 - 2001
Senior Food Service Director

- Directed all management training for the Indianapolis Region
- Responsible for upscale white-collar foodservice, catering and two satellite operations
- Increased top line revenues and increase bottom line margins
- Annual and monthly forecasting
- Strategic marketing planning and execution
- Monthly and quarterly review presentations ARAMARK Business

ARA Services Inc. - Ford Motor Company 1996 - 1999
General Manager

- Responsible for two multi-shift foodservice operations with catering
- Increased sales and profits while developing excellent client relations
- Two separate union staffs with training and accountability
- Large vending operation surpassing top and bottom line goals
- Forecasting, budgeting and retail plan development and execution
- Quarterly business plan and local marketing



ARA Services Inc. - Cummins Engine Company **1988 - 1996**
General Manager

- Responsible for six cafeteria production sites with catering sales
- Top and bottom line plan achievement
- Management training and development for each site
- Forecasting and key indicator tracking
- Marketing development and implementation
- Client communications (written and verbal) for 6 on-site clients and one client liaison

Education

Purdue University, Lafayette, IN - Business Degree Curriculum

Indiana Purdue University at Indianapolis - Business Degree Curriculum

Training

Facility Services Management Strategic Selling Technique (Miller Heimann)

L.E.A.D. Train the Trainer (Manager training modules)

Retail Operations Management I and II

Productivity Skill Development

Franklin Time Management

Facility Services Training

S.T.A.R. Management (Formal problem solving skills)

Professional Business Writing Techniques

Targeted Selections (Interviewing Skills) I and II

Culinary Institute (Culinary Indoctrination) one week course

M.O.S.T. – (Manager Operation Supervised Training)

Employee Management Relations Skills

S&A Manager in Training Comprehensive Skills Development

RESUME OF John M Rendon, General Manager

Experience

Trinity Services Group, Inc. **Mar 2014 - Present**
General Manager

- Assist the District Manager in maintaining standards and ensuring superior service in all operations
- Implement short/long term financial and operational plans
- Communicate effectively with all staff through written and oral instruction.
- Conduct client negotiations on reading and interpreting contract
- Perform any other duties as assigned by District Manager.

Trinity Services Group, Inc. **Jan 2013 - Mar 2014**
Food Service Director IV, ASPC – Florence Complex

- Oversee 5 units with \$4.7 million in annual revenue.
- Promoted and continue to mentor 3 new unit managers.
- Optimize financial performance and productivity by conducting “Internal Control Review” audit for all ADOC contracts.
- Direct and supervise 7 salaried managers and over 40 associates.
- Conduct client negotiations on reading and interpreting contract.

Compass Group, Canteen Corrections **Oct 2008 - Jan 2013**
Food Service Director IV, ASPC – Lewis Complex

- Oversaw 6 units, 1 warehouse and a satellite kitchen with \$6.2 million in annual revenue.
- Transitioned and integrated a new 300 man unit into the ASPC –Lewis complex.
- Direct involvement with the implementation of a new menu for a 5300 man complex.
- Led team development, directed and supervise 10 salaried managers and over 50 associates.
- Covered the AZ North district, \$21 million in annual revenue when the DM was opening new business.
- Assisted the DM in preparing operating budgets for AZ North district.

Compass Group, Canteen Corrections **Dec 2007 - Oct 2018**
Asst. Food Service Director, Tucson Complex

- Work with all levels of management to ensure maximum profit potential.
- Ensure that all required records, company financial and accounting procedures are audited ready.
- Conducted ongoing training with canteen unit managers.
- Reorganized staff, procedures and practices while exceeding our client’s expectations.

Compass Group, Canteen Corrections **Aug 2007 - Dec 2007**
Unit Manager, Eyman Complex

- Effectively manage all business functions pertaining to correctional food service business, including operations, budgeting, sales development, retention and human resources.
- Develop and execute strategies for achieving positive growth.
- Supervise and manage 6 Canteen associates and 40 inmate workers at the Cook unit.
- Assisting and training within the Eyman complex
- Responsible for feeding over 1500 inmates on a daily basis’s three times daily.



Compass Group, Canteen Corrections **May 2006 - Aug 2007**
General Manager, Florence Correctional Center

- Lead a team of 5 professionals responsible for all aspects of the every day management of the kitchen in the corrections industry. Conducted ongoing training with canteen staff as well as inmate workers.
- Direct involvement with the implementation of a new menu for a 2500 man unit.
- Work with all levels of management to ensure maximum profit potential. Recommend and implement appropriate working practices for profit improvement.
- Ensure that all required records, company financial and accounting procedures are audited.
- Assisted the district in units with Arizona, New Mexico, and Colorado.

Compass Group, Chartwells K-12 **Feb 2003 - May 2006**
General Manager, Chartwells K-12

- Transitioned a new facility in the Buckeye, AZ market place.
- Managed all financial functions including accounts payable, budgeting and forecasting.
- Implemented and promoted the new Balanced Choice menu to help increase client satisfaction.
- Reorganized staff, practices and procedures to comply with Compass Group/Chartwells organization.
- Served as top level support to all business functions within the organization. Offer expertise to operations on multiple levels, including menu development, training, costs awareness and risk management.

Compass Group, B&I **Mar 2001 - Feb 2003**
General Manager, Eurest Dining Services

- Managed 2 food service accounts in the Tucson area, representing over \$1.5 million in annual sales.
- Directly involved in opening 2 new accounts, from start to finish.
- Designed and presented financial presentations for existing client base and prospective customers.
- Consistently exceeded financial expectations in this market segment.
- Coordinated with outside vendors to promote and offer more choices for the client.
- Compared budget to actual results and took necessary action in order to maximize profits while exceeding our clients' expectations.
- Utilized and presented trend and financial ratio analysis through the use of monthly, quarterly and annual operating results.

Compass Group, Canteen Corrections **Jun 1999 - Mar 2001**
Food Service Supervisor ASPC-Tucson

United States Navy **Jun 1989 - Jun 1999**
Air Traffic Control, United States Navy

Education

- USN Air traffic control school
- USN boot camp
- Salpointe Catholic High School

RESUME OF Laura L. Donnelly, R.D., Regional Dietitian

Experience

Trinity Services Group, Inc./Canteen Correctional Services, Inc., Phoenix, AZ **May 2007 – Present**
Western Regional Dietitian

- Responsible for maintaining and developing nutrition adequacy of correctional menus for five-state region, current and new business
- Perform nutrition analysis of menus using ESHA software
- Perform on-site auditing of accounts for nutrition contract compliance
- Handle day-to-day diet issues for accounts for individual inmate population

Greater Phoenix, AZ **Aug. 2005 – Present**
Nutrition Consultant/Contractor for:

- Nutrition Alliance: Provide medical nutrition therapy, perform monthly foodservice audits and update menu cycles for 9 long-term care facilities, teach ServSafe classes
- Sunfare, Inc.: Provide nutrition counseling to clients, serve as media spokesperson
- Kronos Optimum Wellness Centre: Provided nutrition counseling to clients at the Wellness Centre, conducted cooking classes and nutrition lecture for support group
- Scottsdale Culinary Institute: Nutrition instructor for Le Cordon Bleu Culinary Arts, intense 3-week (45 hours) basic nutrition class
- Epicurean Palate: Cooking instructor for upscale kitchen retailer, developed menu themes and recipes for classes

TriVita, Inc., Scottsdale, AZ **Apr. 2003 – July 2004**
Health Coach Team Leader/Dietitian

- Codeveloped new Health Coaching Department and Program for Trivita's members
- Codeveloped Personal Wellness Assessment and Personal Wellness Report based on Trivita's 10 Principles of Healthy Living, including research, writing, and testing validity of assessment
- Assisted IT department in developing and testing software programs to generate personalized results for assessment and report
- Codeveloped Energy Assessment for sales department to market Trivita's nutritional supplements
- Managed health coaching sales staff for inbound and outbound calls

Pascua Yaqui Tribe, Tucson, AZ **Oct. 2001 – Feb. 2003**
WIC Director / Nutritionist

- Ensured the program's nutrition care standards, policies and procedures, record maintenance, reporting requirements, and fiscal responsibilities were met. Performed high-risk nutritional counseling to infants, children, and pregnant women
- Developed plans for program expansion and outreach, increased client caseload by 33% to over 1,200 clients served monthly, and managed fiscal operating budget of over \$200,000
- Supervised and managed WIC staff, conducted annual employee evaluations, and trained new and existing staff in program and nutritional care standards



JPS Health Network, Fort Worth, TX.....Jan. 1999 – Feb. 2001
Community Dietitian

- Provided nutritional counseling and care plans to patients and families based on assessment of health care needs, taught weekly diabetes classes and participated in American Diabetes Association recognized Diabetes Management Team
- Developed education materials appropriate to diagnosis, age, and language; responsible for nutrition education of 72 family-practice residents, lectured on nutrition topics during grand rounds, prepared clinical policies and procedures for successful JCAHO compliance inspection

Military

United States Air Force - Carswell AFB, TX, Luke AFB, AZ Feb. 1988 – Aug. 1993
Pharmacy Technician

Performed all aspects of outpatient prescription dispensing in hospital pharmacy averaging over 40,000 prescriptions per month, serving active duty and retired military personnel. Additionally, worked inpatient pharmacy dispensing and compounding medications, including intravenous and total parenteral nutrition.

Education

Arizona Culinary Institute, Scottsdale, AZ

Studies concentrated in: Basic Culinary Arts, Baking and Pastry, Saucier and Meat Fabrication, Advanced Baking, Pastry and Showpieces, Advanced Cuisine, Restaurant Operations and Management, Wines and Spirits.

Our Kitchen to Yours - Culinary Externship

Assisted in the development of a new food service concept (home meal replacement) including menu and recipe development, kitchen design and set-up, and startup of day-to-day operations.

Texas Christian University, Fort Worth, TX - Bachelor of Science, Nutrition and Dietetics

Dietetic internship in foodservice management; clinical and community nutrition programs.

USAF School of Allied Health, Sheppard AFB, TX

Pharmacy Technician Training, United States Air Force

Memberships/Credentials

Registered Dietitian (RD) credentialed by the Commission on Dietetic Registration

Member of American Dietetic Association and Arizona Dietetic Association

Member of the Association of Correctional Food Services Affiliates

Licensed Dietitian: State of Utah, State of New Mexico

Certified ServSafe Instructor

Job Descriptions

TRINITY SERVICES
GROUP, INC.



Job Description

Position Title:	Food Service Director I	Pay Plan:	
FLSA:	Exempt	Position Type:	
Position Supervises	AFSD, Unit Manager(s), Food Service Workers	WC Code:	
Position Reports To:	General Manager and/or District Manager	Job Group:	1B
Revised:	November, 2013	Job Sub-Group:	1B
Department:	Food Service	Census Code:	31

Job Summary:

Plan, direct and coordinate the activities associated with running a single site, stand-alone food service operation in a facility with only one kitchen. Supervises a team of Unit Managers or Food Service Workers involved in preparation, serving and clean-up of food service.

Essential Functions, Duties, and Responsibilities:

Tasks may include, but are not limited to the following:

- Responsible for the supervision, training, and management of the facility food service operation.
- Oversees the appropriate quantities of food are prepared and served according to facility or site plan.
- Insures team members are adequately trained and capable to perform job responsibilities in a safe and compliant manner.
- Maintains accuracy of inventory in advance preparation of planned menu schedule.
- Insures ordering and all required reports are completed accurately and on time.
- Responsible for overseeing all preventive maintenance programs to protect the physical assets of the Program.
- Manages food service operation in compliance with internal policies and procedures as well as required local, state and federal laws and regulations.
- Ensures that food items are stored in a safe and hazard free manner.
- Plans for special events and functions thru participation in meetings with assigned customer facility operations staff.



- Maintain all serving schedules, ensure that all food items are served per menu specifications in a safe and appropriate manner according to departmental guidelines.
- Maintain a sanitary environment following food service and Health Department codes and regulations.
- Maintain accurate on-site reports of daily and monthly financial, production, and activity
- Responsible for any state or other inspection of food service operation.
- May participate in the contract negotiation and renewal process.
- May perform other duties as assigned.

Qualifications- Education, Experience, and Skills:

Required:

- Skilled in supervising the use and operation of a variety of kitchen equipment.
- Exercises sound judgment and the ability to assist with emergencies in a calm and effective manner.
- Skilled in managing high volume food preparation, operations and service.
- Experience with safety procedures as applied to food preparation and cooking.
- Ability to lift up to 50 lbs.
- Ability to stand for long periods of time.

Associated Knowledge, Skills and Abilities:

- Knowledge and experience managing and applying kitchen sanitation and safety standards and methods.
- Knowledge of basic accounting and mathematical abilities to complete necessary reports High School Diploma or Equivalent
- Five years' of management or supervisory experience in a food service environment.
- ServSafe Certified.
- Must be able to pass company background check.
- Must be able to pass drug test.

Core Job Competencies

To perform the job successfully, an individual should demonstrate the following job competencies :

- **Cooperation/Teamwork** - Works harmoniously and contributes to building a positive team spirit while working with others to get a job done; responds positively to instructions and procedures.
- **Attendance/Punctuality** - Is consistently at work and on time and instills same in team members supervised.
- **Oral Communication** – Listens and gets clarification while following work instruction. Responds well to questions.

- **Attention to Detail** – Ability to consistently follow verbal and written instructions on safe work conditions and food preparation.
- **Customer focused** - Listens and understands the customer (both internal and external); anticipating customer needs; giving high priority to customer satisfaction.
- **Managing Work** - Establishing a course of action for self and/or others to accomplish specific goals by planning proper assignments of personnel and appropriate allocation of resources.

License/Certification:

Preferred:

-

Working Environment:

Duties are typically performed indoors in a large cafeteria setting.

Working Conditions/Physical Requirements:

The work requires standing for long periods of time as well as reaching, stooping, and lifting. Must have the manual dexterity capability to prepare documents using standard office equipment. The noise level is typically moderate.

Equipment or machines routinely used in this position:

-

Review procedures:

A regular review and evaluation of the team members's work performance will be conducted.

Acknowledgement:

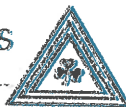
I have read and received a copy of my job description and specifications. I understand the information contained herein, and I further understand that this job description is not intended and should not be construed as a comprehensive list of all the responsibilities, skills, efforts or working conditions associated with my job. I may be required to perform additional tasks necessary to meet the requirements and standards set up by the company.

By signing this document, I agree that in the event that the my employment terminates, either voluntarily or involuntarily, the company may withhold from my final paycheck any amount for company tools, equipment, uniforms or any damages incurred by the employee, except to the extent prohibited by federal or state minimum wage law. I represent that this authorization is executed voluntarily and has not been made as a condition of continued employment.

Team Member Signature/Date



TRINITY SERVICES
GROUP, INC.



Job Description

Position Title:	Food Service Worker I	Pay Plan:	
FLSA:	Non Exempt	Position Type:	
Position Supervises		WC Code:	
Position Reports To:	Unit Manager	Job Group:	9
Revised:	November, 2013	Job Sub-Group:	
Department:	Food Service	Census Code:	403

Job Summary:

Performs a variety of kitchen duties as assigned, and/or instructs inmate labor in preparation, and serving of correctional facility meals.

Essential Functions, Duties, and Responsibilities:

Tasks may include, but are not limited to the following:

- Prepares, assists, or instructs inmate labor in the preparation of a variety of food items in accordance with departmental work production standards, standardized recipes, and work instructions.
- Responsible for cleaning and maintenance of all food service equipment and work areas, as instructed, to ensure proper safety and sanitation.
- Follows prescribed facility requirements in all preparation, oversight, and serving of correctional facility meals.
- Follows assigned facility housekeeping and safety practices as instructed.
- Stores food and supplies in accordance with instructions.
- May perform other duties as assigned.

Qualifications- Education, Experience, and Skills:

Required:

- High School Diploma or Equivalent
- No prior experience necessary. Prior institutional food service or restaurant experience, a plus.
- Ability to lift up to 50 lbs.
- Ability to stand for long periods of time.

Core Competencies

To perform the job successfully, an individual should demonstrate the following job competencies:

- **Cooperation/Teamwork** - Works harmoniously and contributes to building a positive team spirit while working with others to get a job done; responds positively to instructions and procedures.
- **Attendance/Punctuality** - Is consistently at work and on time.
- **Communication Skills** – Communicates information verbally and in writing in a manner that the listener or reader will comprehend.
- **Attention to Detail/Accuracy** – Follows verbal and written instruction while diligently attending to details and pursuing accuracy and quality in accomplishing tasks.
- **Planning and Organization** – Establishes priorities, work schedules and plans in advance in order to meet deadlines and commitments.
- **Managing Work** - Establishing a course of action for self and/or others to accomplish specific goals by planning proper assignments of personnel and appropriate allocation of resources.
- **Accountability and Dependability** - Takes personal responsibility for the quality and timeliness of work, and achieves results with little oversight.

Associated Knowledge, Skills and Abilities:

- High School Diploma or Equivalent
- Must be able to pass company background check.
- Must be able to pass drug test.

License/Certification:

Preferred:

Working Environment:

- Duties are typically performed indoors primarily in an secure correctional setting.

Working Conditions/Physical Requirements:

- The work requires standing for long periods of time as well as reaching, stooping, and lifting. The noise level is typically moderate.

Equipment or machines routinely used in this position:

- Kitchen equipment and utensils



Review procedures:

- A regular review and evaluation of the team member's work performance will be conducted.

Acknowledgement:

I have read and received a copy of my job description and specifications. I understand the information contained herein, and I further understand that this job description is not intended and should not be construed as a comprehensive list of all the responsibilities, skills, efforts or working conditions associated with my job. I may be required to perform additional tasks necessary to meet the requirements and standards set up by the company.

By signing this document, I agree that in the event that the my employment terminates, either voluntarily or involuntarily, the company may withhold from my final paycheck any amount for company tools, equipment, uniforms or any damages incurred by the team member, except to the extent prohibited by federal or state minimum wage law. I represent that this authorization is executed voluntarily and has not been made as a condition of continued employment.

Team Member Signature/Date

TRINITY SERVICES
GROUP, INC.



Job Description

Position Title:	Cook	Pay Plan:	
FLSA:	Non Exempt	Position Type:	
Position Supervises		WC Code:	
Position Reports To:	Assistant Food Service Director/Food Service Manager	Job Group:	9
Revised:	November, 2013	Job Sub-Group:	
Department:	Food Service	Census Code:	402

Job Summary:

Accurately and efficiently prepares a variety of food items in accordance with assigned work instructions and menus. Utilizes a variety of food preparation utensils and machines in preparing food.

Essential Functions, Duties, and Responsibilities:

- Prepares a variety of meats, seafood, poultry, vegetables and other food items for cooking in broilers, ovens, grills, fryers and a variety of other kitchen equipment
- Refer to Daily Prep List at the start of each shift for assigned duties and completes opening and closing checklists daily.
- Promptly reports equipment and food quality or shortage problems to Assistant Food Service Director/Food Service Manager.
- Knows and complies consistently with standard portion sizes, cooking methods, quality standards and kitchen rules, recipes, policies and procedures.
- Follows assigned instruction to properly stock and maintain sufficient levels of food products at line stations to assure smooth serving of food.
- Portions food products prior to cooking according to standard portion sizes and recipe specifications.
- Maintains a clean and sanitary work station area.
- Following assigned recipes, prepares food items for broiling, grilling, frying, sautéing or other cooking methods by portioning, battering, breading, seasoning and/or marinating according to directions.
- Follows proper plate presentation and garnish set up for all dishes.
- Handles, stores, labels, and rotates all products properly and in accordance to applicable state laws.
- May perform other duties as assigned.



Qualifications- Education, Experience, and Skills:

Required:

- High School Diploma or Equivalent.
- Prior experience cooking in a cafeteria or large volume production facility a plus.
- Prior knowledge and experience in a kitchen or large cafeteria setting preferred.
- Experience with safety procedures as typical in a cafeteria or food service environment.
- Ability to perform basic math such as addition and subtraction.
- Ability to lift up to 50 lbs.
- Ability to stand for long periods of time.

Core Competencies

To perform the job successfully, an individual should demonstrate the following job competencies:

- **Cooperation/Teamwork** - Works harmoniously and contributes to building a positive team spirit while working with others to get a job done; responds positively to instructions and procedures.
- **Attendance/Punctuality** - Is consistently at work and on time.
- **Communication Skills** – Communicates information verbally and in writing in a manner that the listener or reader will comprehend.
- **Attention to Detail/Accuracy** – Follows verbal and written instruction while diligently attending to details and pursuing accuracy and quality in accomplishing tasks.
- **Planning and Organization** – Establishes priorities, work schedules and plans in advance in order to meet deadlines and commitments.
- **Managing Work** - Establishing a course of action for self and/or others to accomplish specific goals by planning proper assignments of personnel and appropriate allocation of resources.
- **Accountability and Dependability** - Takes personal responsibility for the quality and timeliness of work, and achieves results with little oversight.

Associated Knowledge, Skills and Abilities:

- Appropriate state food handler certification and/or ServSafe Certification
- Knowledge and experience with sanitation and safety procedures as typical in a cafeteria or food service environment.
- Must be able to read and follow a recipe unsupervised
- Must be able to pass company background check.
- Must be able to pass drug test.
-

License/Certification:

Preferred:

- Safe food handler certification and/or ServSafe certification preferred.

Working Environment:

- Duties are typically performed indoors primarily in a cafeteria or kitchen setting.

Working Conditions/Physical Requirements:

- The work requires standing for long periods of time as well as reaching, stooping, and lifting. The noise level is typically moderate.

Equipment or machines routinely used in this position:

- Kitchen equipment and utensils

Review procedures:

- A regular review and evaluation of the team member's work performance will be conducted.

Acknowledgement:

I have read and received a copy of my job description and specifications. I understand the information contained herein, and I further understand that this job description is not intended and should not be construed as a comprehensive list of all the responsibilities, skills, efforts or working conditions associated with my job. I may be required to perform additional tasks necessary to meet the requirements and standards set up by the company.

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Team Member Signature/Date



Sample Inmate Job Descriptions

CART RUNNER

Purpose:

- To move tray delivery carts under the direction of a Trinity Food Service Worker.

Duties:

The Cart Runner in the area of "Production" will:

- Deliver and return food carts in an orderly and timely manner.
- Wipe any excess foods from loaded trays before delivery.
- Strap down all trays before delivery.
- Assist in the preparation of food items.
- Assist in setting up trays for tray line.
- Assist in any other duties deemed necessary by food service.

All dietary workers will wear hair restraints, etc. while in the kitchen and gloves when handling food.

The Cart Runner in the area of "Equipment Usage" will:

- Completely understand the operation and safety procedures of assigned cleaning equipment.
- Return all cleaning equipment to proper storage area upon completion of cleaning.
- Assist in any other duties deemed necessary by food service.

The Cart Runner in the area of "Sanitation" will:

- Clean and sanitize all food delivery carts.
- Orderly stage dried food carts in the kitchen.
- Assist in the cleaning of all dietary areas.
- Assist in any other duties deemed necessary by food service.

COOK'S HELPER

Purpose:

- To assist staff in the preparation and cooking of menu items in a correctional food service program.

Duties:

The Cook's Helper in the area of Production will:

- Assist staff cooks in the preparing of all food items.
- Prepare items only according to daily production records.
- Pan and or tray food needed for daily meals.
- Prepare correct portions so no shortages occur during serving.
- Produce food by predetermined serving times.
- Keep food maintained at temperatures of at least 140°F or above, or 40°F or below.
- Prepare items consistent in color, taste, and temperature.
- Follow instructions of staff in the production of all menu items.
- Assist in any other duties deemed necessary by food service.

All dietary workers will wear hair restraints, etc. while in the kitchen and gloves when handling food.

The Cook's Helper in the area of Equipment Usage will:

- Operate equipment only under the complete supervision of staff.
- Completely understand the operation and safety procedures of all equipment.
- Clean all equipment after use.
- Assist in any other duties deemed necessary by food service.

The Cook's Helper in the area of Sanitation will:

- Clean all production areas prior to the completion of his shift.
- Clean and sanitize all cooking utensils used for production of meals.
- Clean all worktables, sinks, and cutting boards, etc. used in production.
- Keep all food spills off floors and equipment at all times.
- Keep refrigerators and walk-ins clean and organized at all times.
- Assist in any other duties deemed necessary by food service.

DIET CLERK

Purpose:

- To assist the diet supervisor in the preparation and cooking of dietary paperwork and dietary menu items in a correctional food service program.

Duties:

The Diet Clerk in the area of Production will:

- Assist the Food Service personnel in the preparation of any foods needed for diets
- Assist in the preparation of diet snack bags
- Assist in the set up of diet labels, staying three day ahead of the menu at all times
- Assist the Food Service personnel in making copies, corrections, verifications sheet and census sheet
- Assist food service employees in the serving of the diet menu items
- Assist in any other duties deemed necessary by food service

The Diet Clerk in the area of Equipment Usage will:

- Operate equipment only under the complete supervision of staff
- Completely understand the operation and safety procedures of all equipment
- Clean all equipment after use
- Assist in any other duties deemed necessary by food service

The Diet Clerk in the area of Sanitation will:

- Clean all production areas prior to the completion of his shift
- Clean and sanitize any utensils or equipment used for production of diet meals
- Clean all worktables, sinks, and cutting boards, etc. used in production
- Keep reach-in refrigerators clean and organized at all times
- Assist in any other duties deemed necessary by food service

All dietary workers will wear hair restraints, etc. while in the kitchen and gloves when handling food.

DISH WASHER

Purpose:

- To clean and sanitize all food trays and utensils in a correctional food service program.

Duties:

The Dish Washer in the area of Dish washing will:

- Make sure dish machines are filled with correct chemical for cleaning at all times.
- Maintain correct operating temperatures for all cycles in washing items.
- Scrape all unused food and garbage into proper containers prior to washing.
- Pre-wash all items prior to putting through dish machines.
- Put all items on proper racks and place in dish machine for complete washing and sanitizing.
- Check after completion of washing that all items are clean.
- Place all cleaned items in proper storage areas.
- Follow instruction of staff personnel in the washing of all items used in food service.
- Assist in any other duties deemed necessary by food service.

The Dish Washer in the of Equipment Usage will:

- Use only equipment that cleans and sanitizes trays and utensils.
- Completely understand the operation and safety procedures of assigned dish washing equipment.
- See that equipment is in proper working conditions at all times.
- Assist in any other duties deemed necessary by food service.

The Dish Washer in the area of Sanitation will:

- Completely break down and clean the dish machine at the end of the shift.
- Empty trash container prior to the end of each shift.
- Scrub and clean sinks, counters, and dish machines.
- Sweep and mop floors daily using equipment and chemicals provided by supervisor.
- Keep water and grease off floors at all times.
- Clean the outside of the dish machine daily.
- Assist in any other duties deemed necessary by food service.

All dietary workers will wear hair restraints, etc. while in the kitchen and gloves when handling food.



SANITATION WORKER

Purpose:

- To maintain a clean and sanitary Dining Room in a correctional food service program.

Duties:

The Sanitation Worker in the area of Sanitation will:

- Check cleaning schedule daily.
- Assist in the cleaning of all areas of the Officer's Dining Room.
- Use only authorized cleaning chemicals.
- Clean and sanitize equipment per written instructions.
- Sweep and mop floors as required throughout the day.
- Keep trash containers emptied.
- Clean rest rooms, hand sinks, and break areas at designated times
- Clean walls, ceilings and other areas with proper cleaning equipment.
- Keep all cleaning chemicals away from food area.
- Follow instructions from staff personnel in the cleaning and sanitizing of the kitchen.
- Assist in any other duties deemed necessary by food service.

The Sanitation Worker in the area of Equipment Usage will:

- Completely understand the operation and safety procedures of all cleaning equipment.
- Make sure that equipment is in the proper working condition at all times.
- Place cleaning equipment in proper storage area upon completion
- Assist in any other duties deemed necessary by food service.

All dietary workers will wear hair restraints, etc. while in the kitchen and gloves when handling food.

SERVER/TRAY-LINE WORKER

Purpose:

- To serve and tray meals in a correctional food service program.

Duties:

The Server/Tray-Line Worker in the area of Production will:

- Only serve items on approved menu items.
- Set up serving lines per production records.
- Serve correct portion in each person.
- Make sure food is served at proper temperatures.
- Wear hair nets/hats and serving gloves at all times during serving of a meal.
- Make sure every tray receives all menu items available.
- Use proper serving utensils during on all trays.
- Serve meal in a sanitary manner at all times.
- Be efficient to keep delays during serving minimal.
- Assist staff with the proper storage of leftovers.
- Follow instructions of staff personnel in the serving of all meals.
- Be ready to serve meals at predetermined times.
- Assist in any other duties deemed necessary by food service.

The Server/Tray-Line Worker in the area of Equipment Usage will:

- See that serving equipment is in proper working conditions.
- Operate equipment only under the complete supervision of staff.
- Completely understand the operation and safety procedures of all equipment.
- Clean all equipment after use.
- Assist in any other duties deemed necessary by food service.

The Server/Tray-Line Worker in the area of "Sanitation" will:

- Clean serving line several times during servicing with proper sanitizing solution.
- Break down, clean and sanitize the serving line at meal completion.
- Clean and sanitize tray line area.
- Assist cart runners and dish washers as directed by staff.
- Assist in any other duties deemed necessary by food service

All dietary workers will wear hair restraints, etc. while in the kitchen and gloves when handling food.

UTILITY WORKER

Purpose:

- To move tray delivery carts under the direction of a Trinity Food Service Worker and assist as needed in the kitchen during production.

Duties:

The Utility Worker in the area of Production will:

- Deliver and return food carts in an orderly and timely manner.
- Wipe any excess foods from loaded trays before delivery.
- Strap down all trays before delivery.
- Assist in the preparation of food items.
- Assist in setting up trays for tray line.
- Assist in any other duties deemed necessary by food service.

The Utility Worker in the area of Equipment Usage will:

- Completely understand the operation and safety procedures of assigned cleaning equipment.
- Return all cleaning equipment to proper storage area upon completion of cleaning.
- Assist in any other duties deemed necessary by food service.

The Utility Worker in the area of "Sanitation" will:

- Clean and sanitize all food delivery carts.
- Orderly stage dried food carts in the kitchen.
- Assist in the cleaning of all dietary areas.
- Assist in any other duties deemed necessary by food service.

All dietary workers will wear hair restraints, etc. while in the kitchen and gloves when handling food.

WAREHOUSE WORKER

Purpose:

- To assist in receiving, transporting and maintaining storage of all products in a correctional food service program.

Duties:

The Warehouse Worker in the area of Product Storage will:

- Assist in the receiving of all items shipped to food service.
- Rotate products for freshness. FIFO, (First In, First Out)
- Store all food off the floors and away from walls.
- Handle all products with care to eliminate product damage.
- Assist in filling production requisitions completely and by designated meals.
- Keep products stored properly for ease of inventory at all times.
- Put all controlled products under secured area immediately when received.
- Follow instructions of staff personnel in the storage of all foodstuffs.
- Assist in any other duties deemed necessary by food service.

The Warehouse Worker in the area of Equipment Usage will:

- Use warehouse equipment only for moving or loading of products.
- Completely understand the operation and safety procedures of all equipment.
- See that equipment is in proper working conditions at all times.
- Assist in any other duties deemed necessary by food service.

The Warehouse Worker in the area of Sanitation will:

- Keep all storage areas free of dirt, boxes, trash, and cleaning chemicals at all times.
- Make sure that all storage areas are maintained for control mice and other rodents.
- Sweep and mop floors daily.
- Empty trash containers daily.
- Clean shelves and change pallets as needed.
- Keep supplies organized at all times.
- Assist in any other duties deemed necessary by food service.

All dietary workers will wear hair restraints, etc. while in the kitchen and gloves when handling food.

Proposed Staff Schedule



POSITION	Rate	SHIFT	HOURS OF OPERATION																		Days off SCHEDULE						
			300	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	T	F	S	S	M	T	W
Director	\$21.63	7:00-3:30																									
AM supervisor	\$10.50	3:00-11:30																									
AM/ PM relief	\$10.50	RDO Floater																									
PM supervisor	\$10.50	10:30-7:00																									
Laundry supervisor	\$10.00	9:00= 3:30																									

- Notes:
- *Manager will be responsible for all kitchen operations while on shift.
 - *Line supervisors will assist with pre-prep and aid with all sanitation (detail and routine).
 - *Sanitation will be ongoing throughout the shift. "Clean as you go" must be practiced at all times.
 - *Managers will provide inservice training staff and inmates

- Legend:
- Pre-prep
 - Production
 - Clean-up
 - Sanitation
 - Accounting
 - Management Training
 - Breaks
 - Management Duties
 - Line Service
 - Laundry



Each kitchen position is scheduled for 40 hours and Laundry is 30 hours
 The manager schedule is actual 50 hours-But in the event of call off or facility need
 The manager will work whatever shift to ensure contract compliance

Sanitation

The implementation of standards for safety and sanitation in a food service program is critical to the ultimate success of the entire program. We know that your facility recognizes the importance of this aspect of the service.

The Sanitation and Safety Program must be closely monitored. The fact that the American Correctional Association (ACA) has devoted a section of the Food Service Chapter in its ACA Standards Program to this subject, underscores its importance. Municipal agencies at the city, county, state, and federal levels have developed rating systems and inspection procedures to monitor this element of food service. Our systems and procedures exceed the levels of compliance mandated by inspecting and governing agencies.

Working with the appropriate personnel at each facility, the county and district manager will establish daily, weekly, monthly, and quarterly cleaning schedules.

A sanitation program is more than cleaning schedules and without a doubt, they are a critically important element. The equipment and work

areas must be maintained at the highest level of cleanliness; however, it does not stop with the facility and its equipment.

Sanitary standards are also established for the personnel within the unit. Food-handling procedures must be initiated and monitored for:

- Receiving
- Inventory
- Rotation
- Dry, refrigerated and frozen storage
- Food transport
- Garbage removal
- Pest control
- Other elements that closely affect any food service operation

Our plan for your facility provides for a program that includes regularly scheduled cleaning, preventative maintenance, and initial and ongoing employee training that will ensure the standards implemented will continue at optimum levels.

We have included an overview of our Sanitation Program on the following pages.





UNIT DAILY SANITATION INSPECTION

DATE: _____

	# 1 TOUR	# 2 TOUR	# 3 TOUR
TIME	_____	_____	_____
1. Cooler: Food dated, organized, and clean	_____	_____	_____
2. Hand Sink w/ soap & lined Garbage Can by cooler	_____	_____	_____
3. Hallway Outside Washrooms: clean	_____	_____	_____
4. Staff Washroom: clean and sanitized	_____	_____	_____
5. Inmate Washroom: clean and sanitized	_____	_____	_____
6. Beverage Area and Kettles: clean and sanitized	_____	_____	_____
7. Dish-Machine Area: trays staged/pyramided	_____	_____	_____
8. Dish-Machine Floor Area: clean, trash removed	_____	_____	_____
9. Dish-Machine: sides/tops clean, no item on top	_____	_____	_____
10. Ledges & Plexi-glass clean in Dish Room	_____	_____	_____
11. Back Dock: clean, no standing water	_____	_____	_____
12. Diet Tray Area: clean tables & floors	_____	_____	_____
13. Ice Machines: clean floor & ledge areas	_____	_____	_____
14. Tray Line Area: Hand Sink w/ soap & trash can	_____	_____	_____
15. Tray Line Area: floor, ledges, & 2 belts clean	_____	_____	_____
16. Cart Area: floor clean & no standing water	_____	_____	_____
17. Pot/Pan Area: floor, sink, & pot/pan clean	_____	_____	_____
18. Three Compartment Sink: set up & in use	_____	_____	_____
19. Cambroes: be sanitized per procedure	_____	_____	_____
20. Office Area: empty trash & floors clean, dust	_____	_____	_____
21. Main Hallway: swept/mopped, crates stacked	_____	_____	_____
22. Hot Food Boxes for Tray Line: clean & organized	_____	_____	_____
23. Diet-Prep Area: no storage on table, floors clean	_____	_____	_____
24. Cooler/Freezer: locked, organized, & clean	_____	_____	_____
25. Prep Area/Sink: no storage on table, sink clean	_____	_____	_____
26. Cooks Oven: clean, organized, no garbage	_____	_____	_____
27. Dry Storage Area: locked, clean, no empty boxes	_____	_____	_____
28. Reach-In Coolers: clean & organized	_____	_____	_____

* YES / NO STATUS IN BOX FOR EACH TOUR

Opening Shift Task list date/shift _____

initials

- _____ *Check paper towels dispensers* _____
- _____ *Check soap dispensers* _____
- _____ *Fill Sanitizer pails & check for 200PPM* _____
- _____ *Fill Dishmachine and check Sanitizer 200PPM* _____
- _____ *Record Dishwasher Sanitizer on log for that shift* _____
- _____ *Fill 3 compartment sinks* Soap - rinse--sanitize _____
- _____ *Check 3rd sink sanitizer for 200PPM* _____
- _____ *Record cooler and freezer temps on logs* _____
- _____ *Check coolers for leftovers--* _____
- _____ *All ___ Leftovers labled properly (3 days us by date)* _____
- _____ *In 4 inch pans and covered* _____
- _____ *Verify Cool down log for that item is complete* _____
- _____ *Grab markers* _____
- _____ *Grab Thermometer* _____
- _____ *Grab test strips* _____
- _____ *Food temped as it is finished cooking* _____
- _____ *All itmes in warmer are timed and temped* _____
- _____ *Check trays for west nesting* _____
- _____ *Check pans for wet nesting* _____
- _____ *Mop heads are clean* _____
- _____ *Portions to start with are counted* _____
- _____ *Progressive back up is set up* _____

Note: initialling a specific line means you personally checked that item for completeness.



Closing Shift Task list date/shift _____

initials

- _____ *Production records completed -ASAP line is finished* _____
- _____ *All Staged product is labeled and dated* _____
- _____ *All towels are in sanitizer or laundry bag for cleaning* _____
- _____ *All floors swept and mopped* _____
- _____ *Mop heads clean and hanging properly* _____
- _____ *Freezer and cooler temps logged* _____
- _____ *Dining room tables and seats are spotless* _____
- _____ *Juice machine and coffee maker are cleaned* _____
- _____ *Juice machine nozzes are being sanitized* _____
- _____ *No Scoop being stored in ice bin* _____
- _____ *Cool Down sheet for each item in process or finished* _____
- _____ **RETURN** markers _____
- _____ **RETURN** Thermometer _____
- _____ **RETURN** test strips _____
- _____ *All tools checked back in* _____
- _____ *All coolers swept and mopped -Freezer swept only* _____
- _____ *Store room swept anf mopped* _____
- _____ *All ovens have been wiped out* _____
- _____ *Warmers are shut off and wiped out* _____
- _____ *Floor drainsand screens are clean and food free* _____
- _____ *Communicate to next shift any issues-verbal or written* _____

Note: initialling a specific line means you personally checked that item for completeness.

Detailed cleaning schedule

Monday

AM & PM Back dock is swept, hosed and organized
AM crew---Hoods are wiped off -inside and out
All brass pipes are polished (Dishroom, pot sink, serving line, drinks)
AM crew---Hood filters get cleaned and returned

Tuesday

*AM -Deep cleaning on **All** Ovens -inside and out*
PM crew Hoods are wiped off -inside and outside
AM & PM Back dock is swept, hosed and organized
All brass pipes are polished (Dishroom, pot sink, serving line, drinks)
PM crew---Hood filters get cleaned and returned

Wednesday

AM & PM Back dock is swept, hosed and organized
AM crew---Hoods are wiped off -inside and out
All brass pipes are polished (Dishroom, pot sink, serving line, drinks)
AM crew---Hood filters get cleaned and returned

Thursday

*AM -Deep cleaning on **All** Ovens -inside and out*
PM crew Hoods are wiped off -inside and outside
AM & PM Back dock is swept, hosed and organized
All brass pipes are polished (Dishroom, pot sink, serving line, drinks)
PM crew---Hood filters get cleaned and returned

Friday

All brass pipes are polished (Dishroom, pot sink, serving line, drinks)
AM & PM Back dock is swept, hosed and organized
AM & PM crew---Hoods are wiped off -inside and out
AM crew -Base boards in whole dining room cleaned
PM crew Base boards in whole kitchen get cleaned



Monthly Deep Cleaning Schedule

MONTH:

YEAR:

Equipment	DAY OF THE MONTH																														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Dish Machine																															
Cleaning Days		X			X			X			X			X			X			X			X			X					
Completed																															
Ovens																															
Cleaning Days				X							X						X								X						
Completed																															
Tilt Tops																															
Cleaning Days	X							X						X																	
Completed																															
Grills																															
Cleaning Days			X							X							X							X							
Completed																															
Fryers																															
Cleaning Days						X						X							X												
Completed																															
Coolers																															
Cleaning Days	X			X			X			X			X		X			X			X			X							
Completed																															
Freezers																															
Cleaning Days		X			X			X			X			X			X			X			X			X					
Completed																															
Dry Storage																															
Cleaning Days					X					X				X				X					X								
Completed																															
Chemical Room																															
Cleaning Days	X							X						X								X									
Completed																															
Office																															
Cleaning Days					X								X																		
Completed																															
Utility Area																															
Cleaning Days			X					X				X					X						X					X			

Firm Supplied Programs

Inmate Training Program

The value of inmate training cannot be overly emphasized. We provide inmate education in many jails across the nation. We are able to give your facility the opportunity to equip selected inmates with real and usable job skills. All our operations use the basic inmate-training program developed by our training department and available online to all managers and locations.

These, and similar, programs have allowed the jails we service to educate the public on ways the county is trying to reduce criminal recidivism. This is a great example of the true partnership we have with the jails in which we operate.

Regardless of what position an individual accepts in the food preparation and service segment of the food services industry, there are basic skills and knowledge that all personnel must have, including:

- Procedures for safe food handling
- Proper methods for maintaining a sanitary facility
- Knowledge of equipment operation and safety
- Food preparation methods, service standards, and quality control
- Food presentation, merchandising, and customer service

The objective of our Inmate Training Program is to teach inmates skills that will give them confidence and knowledge to perform the job at a level that meets the requirements of the kitchen operation and the facility. The training process is not arduous, nor is it complicated and difficult to understand – it is simple and concise.

Before any inmate, regardless of experience, begins work in the kitchen, in any position, he or she must complete the “Common Sense, Common Practice” video program.

The role of the inmate trainee is one of a student. The inmate learns the educational material and then applies it to his or her assigned kitchen duties. Inmate workers are placed in positions that commensurate with their knowledge and abilities as determined by an interview conducted by supervisory personnel. Inmates advance by achieving appropriate levels of competency. Our supervisory personnel formally evaluates an inmate’s performance on a routine basis by using and maintaining the Inmate Training Log, which becomes a part of the inmate’s kitchen work records.

It is the expectation that all food service workers, regardless of status, perform their duties in a safe, efficient manner and in accordance with all jurisdictional laws and regulations. Failure to comply with all food safety, sanitation, and approved kitchen procedures will result in disciplinary action.



How the Program Works

The material to be mastered is divided into two learning areas:

I — Food Safety and Sanitation

II — Kitchen Skills

Each learning area is segmented into specific lesson plans and handouts. It is recommended that all lessons in Section I be completed before beginning Section II. However, each lesson stands on its own merit and can be used independently to instruct inmate workers who have specific lesson-related experience, but may not have acquired the knowledge and experience relating to that specific lesson.

The instructor-led training provides the inmate trainee with practical knowledge to perform tasks at a satisfactory level, ensuring food safety as well as a high-quality product, while learning valuable life skills. Inmates receive *Certificates of Accomplishment* upon successful completion of each segment of the program.

We have included a course outline (below).

TRINITY SERVICES
GROUP, INC.



Inmate Training and Development Program

TABLE OF CONTENTS

Section I: Food Safety and Sanitation

- 1-1 Orientation
- 1-2 Handwashing Procedures
- 1-3 Proper Use of Disposable Gloves
- 1-4 Eight Rules of Safe Food Handling
- 1-5 The Basics of Foodborne Illness
- 1-6 Cross-Contamination
- 1-7 Cloth Contamination
- 1-8 How to Sanitize a Food Preparation Table
- 1-9 Material Safety Data Sheets
- 1-10 The Three Compartment Sink
- 1-11 Operating a Dish Machine
- 1-12 How to Sanitize a Thermometer
- 1-13 Thawing Foods Properly
- 1-14 Cooling Procedures
- 1-15 Reheating Foods
- 1-16 Handling Leftovers
- 1-17 Proper Portion Controls at the Serving Line
- 1-18 Setting Up a Serving Line (Steam Table)

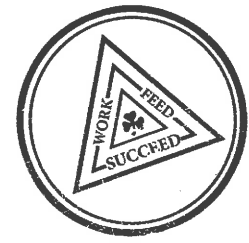
Section II: Kitchen Skills

- 2-1 What is a Menu
- 2-2 What is a Recipe
- 2-3 What is a Pull/Prep Sheet
- 2-4 What is a Food Production Record/Plan
- 2-5 Using Prep Time Safely
- 2-6 Types of Knives
- 2-7 Basic Knife Skills
- 2-8 Knife Safety Tips
- 2-9 Kitchen Equipment – Safety Precautions
- 2-10 Kitchen Equipment – Grinding, Slicing, and Pureeing
- 2-11 Kitchen Equipment – Kettles and Steamers
- 2-12 Kitchen Equipment – Stoves, Ranges and Ovens
- 2-13 Kitchen Equipment – Griddles and Grills
- 2-14 Kitchen Equipment – Types of Refrigeration
- 2-15 Kitchen Equipment – Cleaning
- 2-16 Kitchen Equipment – How to Operate

Inmate Training and Education Programs

Hands-On Training

Trinity's **WORK FEED SUCCEED** program is a comprehensive, hands-on approach to teaching pre-screened inmates specific and usable skills in the food service industry. This vocational approach educates and trains inmates in three key levels to **WORK** in a commercial kitchen environment, **FEED** their peers, and ultimately **SUCCEED** in a professional foodservice environment upon their release.



Level 1 – Train and provide skills for inmates to **WORK** a full-time schedule contributing to the daily food service operation.

Level 2 – Inmates with a high level of proficiency, are taught more complex skills to **FEED** their peers in preparation for a commercial kitchen environment after release.

Level 3 – Newly released inmates who have attained the level 2 competency certificate, will be given multiple opportunities to gain employment and **SUCCEED** in a professional foodservice environment.

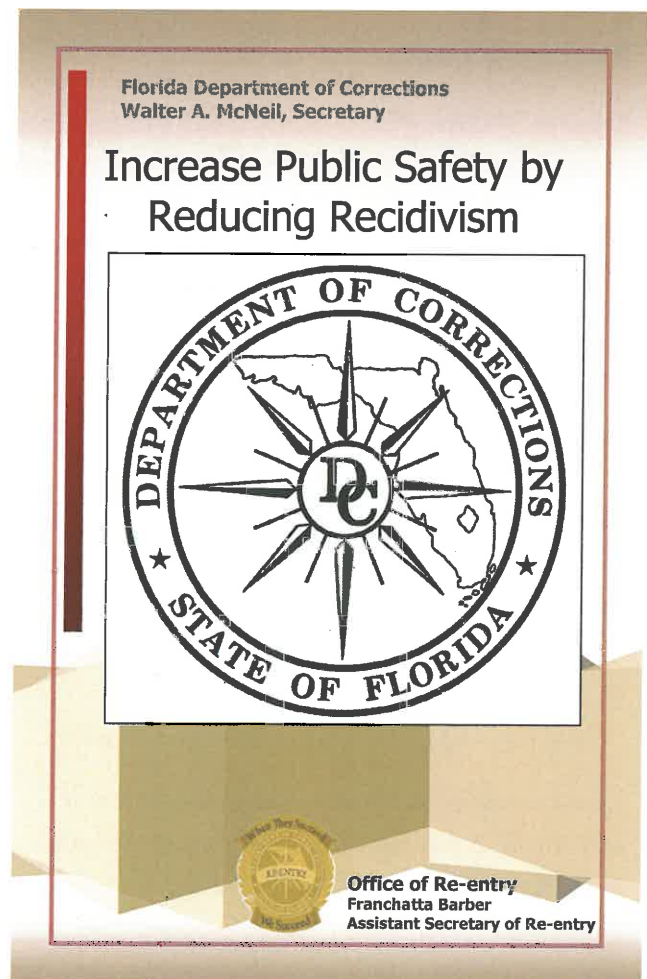
Training and Certification Programs Work

A 2009 study by the Florida Department of Corrections showed that inmates with a Vocational Certificate—like Trinity's Food Service Kitchen Safety and ServSafe programs—**had a recidivism rate that was 14% lower than the overall inmate population.**

Additional Hands-on Development Opportunities

In facilities equipped with Officer Dining Rooms, Trinity proposes to re-open these facilities to implement the "Trinity Takeout" program. Inmates will train in a retail environment, learning management and operational skills by preparing an enhanced food menu for purchase by Staff and inmates. This is a self-sustaining program where the additional expense for product, certification, training, and operation is covered by "Trinity Takeout" sales.

If an Officer Dining Room is not available, inmates will receive additional vocational education as part of the daily work schedule and provided a 'pathway' manual along with Certificates of Achievement documenting aptitude at each level.





Experience & Expertise

Our Kitchen Skills certification program features 13 classroom modules developed by certified ServSafe Proctors and Senior Trainers from Trinity. A dedicated trainer instructs, trains, and certifies facility managers to lead, demonstrate, and train pre-selected inmates. We use a specific 'train-the-trainer' approach to quickly implement widespread, comprehensive programs across a corrections network.

Flexibility

Our approach is unique because it is tailored to the needs and requirements of your facility.

Our programs in Kitchen & Food Safety, Food Service, Kitchen Skills, and ServSafe certification are easily modified based on inmate population, literacy levels, security requirements, and state and local regulations. Our site manager-training course can be completed in as little as 5 days. The inmate instruction classes vary from six to nine months and can be accomplished through direct classroom and lecture time, coupled with closely supervised on-the-job kitchen training. These classroom modules can be scheduled far in advance and seamlessly integrated into existing facility operations.

In-Depth Look

Trinity's **WORK FEED SUCCEED** program provides all the material necessary to conduct the training, including manuals, workbooks, presentations, and videos in these key modules:

- Food & Kitchen Safety
- Basic Kitchen Equipment Safety
- Knife and Mise en Place Skills
- Product Identification and Handling
- Sauces and Thickening Agents
- Soups
- Grilling, Broiling and Roasting
- Sautéing and Stir Frying
- Pan Frying and Deep Frying
- Poaching, Simmering and Steaming
- Braising and Stewing
- Baking – Yeast Breads and Pie Dough
- Baking – Quick Breads, Cakes and Cookies

Upon completion of these programs, inmates can enroll in our ServSafe certification program to leverage learned skills and take the National Restaurant Association's ServSafe exam. The ServSafe designation is recognized in all 50 states and widely seen as improving an applicant's ability to obtain AND retain a career position in the food service industry.

People and Good Sanitation

- People Pose the Major Risk to Food Safety
- Keys To Success
 - Establish Sanitation Policies Specific to Job Duties
 - Hire the Right People for the Job
 - Orientation and Training
 - Continuous Supervision
 - Policy Enforcement
- Sanitation Exemplified by Management

Technique Selection Criteria

- Simmering
 - Less Tender Items
 - Avoid Discoloration (e.g. green vegetables)
 - Larger Pieces
- Steaming
 - Very Delicate Flavors
 - Naturally Tender

Additional Opportunities

When possible, we open the **WORK FEED SUCCEED** program to officer dining rooms and other food support services. As many facilities look to reduce costs beyond inmate feeding, we are able to leverage properly trained inmate labor in the officer dining areas. This strategy provides additional training opportunities and certifications outside the normal inmate kitchen environment.

Proficiency

Upon completion of the training, inmates are awarded a Certificate of Accomplishment showing successful completion of the **Trinity WORK FEED SUCCEED Program**. Our Trinity Services Group ServSafe proctors are able to administer the ServSafe certification exam, allowing inmates nearing release to receive their ServSafe Certification.

Reward

In addition to these important and valuable certifications, Trinity's **WORK FEED SUCCEED** program rewards our Kitchen Skills graduates with a truly unique opportunity. Upon completion of the various levels of the Trinity program, a qualified inmate will be eligible for a number of customized rewards.

We are committed to working with the unique needs of every facility and we will tailor the reward based on the environment of that facility. We have a number of custom rewards including colored chef's jackets and hats, a five-star quality meal, additional visitation time, or free time at the facility. These rewards create both a great incentive for good behavior and a lasting memory. Without question, our reward system is administered in full compliance of facility regulations are closely monitored by the facility's staff.





Flagler Live, the only full service print news organization serving Flagler County, Florida recently highlighted the success of Trinity's **WORK FEED SUCCEED** Program. We tailored our certification programs to meet the needs of The Flagler County Jail and the Florida Restaurant and Lodging Association. Our specialized approach has resulted in many inmates receiving "Florida Safe Staff Food Handler Certificates," allowing them to start work immediately at any food service job after their release.

FlaglerLive.com

Your news source for Flagler, Florida & beyond!

Two Flagler Jail Inmates Earn Food Handling Certifications, Ready for Jobs

FLAGLERLIVE.COM/2012/11/20/12

Recommend Be the first of your friends to recommend this.



The kitchen at the Flagler County jail. (© FlaglerLive)

After spending some time in the Flagler County jail, two inmates will be ready to work in an area restaurant thanks to a new educational program at the Flagler County jail. The jail is run by Director Becky Quintieri.



Oleg Dubrovskyy

Inmate Trustees Oleg Dubrovskyy, 22, and Justin Hurt, 23, were assigned to work in the county jail kitchen with Jose Rivera, a food service manager with Trinity Services, the company that contracts to provide inmate meals. Rivera, through a partnership with the Sheriff's Office, began an instruction course for food handling which resulted in Dubrovskyy and Hurt obtaining a "Safe Staff Food Handler Certificate." The certification allows them to immediately start work in any food service job. Dubrovskyy, held on \$25,000 bail, is expected to be released in six months. Hurt has been released.

"These two men will be coming out of the jail with a marketable skill. Restaurant employers will not have to wait for them to get their certification - they can start right away," Flagler County Sheriff

Don Fleming said. "We have given them an opportunity to improve their futures while serving their time."



Justin Hurt

The inmates had to complete seven chapters of instruction by Rivera. After each chapter, a quiz was completed. At the completion of the curriculum, a test was administered and both inmates passed. The certification program is offered by the Florida Restaurant and Lodging Association. The certifications will expire after three years and may be renewed.

Dubrovskyy, of Point Pleasant Drive in Palm Coast, has been booked into the jail 10 times since 2009, most recently in February, on a probation violation charges, when he was caught with a controlled substance. Most of his previous stints in jail were for minor, non-violent offenses, with the exception of a DUI charge in 2009.

Hurt, of Oviedo, is no longer at the jail. He was booked in April on a probation violation charge.

<http://flaggerlive.com/45270/flagler-jail-jobs/>

Our detailed focus and consistent programs have led to much success at facilities all over the county. Our partnership with The Yuma County Sheriff's Office led to great financial savings, vastly improved food safety inspection scores, reduced prisoner grievances, and dozens of "Kitchen Skills" certifications which have led to improved chances of employment post release. Operating under the Canteen Correctional Services brand when this contract began, Trinity Services Group has continued to refine and improve this program at Yuma County and across the country.

A recent article about Trinity at Yuma County is on the following pages.

Yumasun.com Posted Sunday, April 27, 2014 6:00 a.m.

Kitchen duty: Meals served in jail meet stringent requirements

By Chris McDaniel

Each day, a dedicated group of cooks work to ensure the inmates inside the Yuma County Adult Detention (YCDC) Center and the Yuma County Juvenile Justice Center (YCJJC) receive nourishing meals as they serve out sentences or await court proceedings for pending cases.

According to the Yuma County Sheriff's Office, meals are made according to menu specifications and include breakfast, lunch and dinner each day – two of which are hot meals.

In 2013, YCDC's average daily prisoner population was 543 prisoners, while YCJJC's average daily juvenile prisoner population was 38 prisoners.

From January to December 2013, a total of 658,987 meals were made at YCDC. Of this total, 39,314 meals were provided under contract to YCJJC. In 2013, the average number of meals prepared per day was 1,698 adult meals and 108 juvenile meals.

A small portion of the total meals prepared are for inmates who practice vegetarianism, veganism, observe religious restrictions or abstain from certain foods for health reasons.

"Various diets are provided to eligible prisoners conforming to special religious or physician-ordered specifications," Deputy Alfonso Zavala, YCSO public information officer, and various YCSO officials told the Yuma Sun in a joint statement. "The average daily number of prisoners receiving medical or religious diets has been approximately 30 (per day) including an average of 10 night snack meals to prisoners for medically approved diets. In 2013, the most common medical and religious diet orders were diabetic, low sodium, and kosher diets."

With an average cost of \$1.08 per meal last year, the total cost of preparing food for YCDC and YCJJC in 2013 was



Photo Courtesy of YCSO

YCDC inmates chosen to participate in the "Kitchen Skills" program are seen here. The program focuses on five distinct topics over a thirty day period. Those topics include: food safety, personal safety, sanitation, knowledge of chemical supplies, and basic food service protocols. The training gives them skills they can use to find a job in the food service industry post-release.

about \$711,706, or about \$1,950 each day. The food is prepared in the 3,000 square foot YCDC kitchen, which is comparable in size to a large cafeteria kitchen.

The food preparation is overseen by Trinity Services Group, Inc., which was formerly known as Canteen Correctional Services. The company has been under contract with YCSO to manage the Yuma County Jail District Food Service since April 1, 2007.

"Trinity Services Group has provided quality service for the corrections industry for over 25 years," YCSO officials said. "Trinity's commitment to Yuma County and to the prisoners incarcerated in YCDC is to deliver quality service programs, which includes good food, properly trained staff, fiscal responsibility, and efficient response while maintaining safety and security."

All Trinity Services Group employees must complete a background investigation prior to assignment in the kitchen at YCDC, and must comply with YCSO's written policies and procedures relating to facility security.

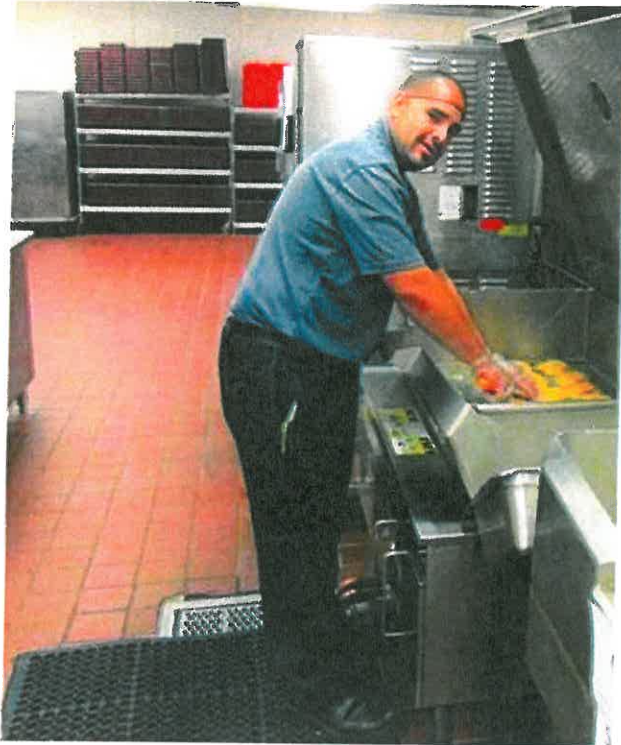


Photo Courtesy of YCSO

A kitchen supervisor with Trinity Services Group, Inc. - which has been under contract with YCSO to manage the Yuma County Jail District Food Service program since April 1, 2007 - prepares food in the 3,000 square feet YCDC kitchen recently.

"Training is provided on site by the YCDC staff to include radio procedures, prisoner surveillance and management, critical incident procedures... and interpersonal communication skills," YCSO officials said.

The cooking staff includes six kitchen supervisors who manage various kitchen crews staffed by working prisoners, and ensure quality control and menu specifications are maintained during each meal service.

"Working prisoners are screened and assigned to various kitchen crews by YCDC's classification section," YCSO officials said. "Kitchen crews prepare meals in the kitchen for pick-up by custody staff which deliver the meals to each housing area and pick up the meal trays after each meal."

The kitchen service not only gets the prisoners out of their cells, but can provide them with specialized food service training when they exit the jail and return to the community, YCSO officials noted.

To provide the training, Trinity Services Group, in partnership with YCDC, operates a "Kitchen Skills" program. The program focuses on five distinct topics over a 30-day period. Those topics include: food safety, personal safety,

sanitation, knowledge of chemical supplies, and basic food service protocols.

"The target population is prisoners that have been sentenced to a term or incarceration at YCDC for a minimum of 60 days and have been assigned to the 'Kitchen Work' program," YCSO officials said. "The goal of this program is to give the prisoners practical skills and knowledge in food service which will increase their chance of gaining employment post-release."

YCSO is committed to ensuring food quality, officials said.

"There are several quality assurance and inventory control methods which monitor and assess food quality both internally and externally. Such measures include food usage reports, prisoner grievance review, billing review, Yuma County Health Department inspections, supervisor meal service inspections and independent dietary analysis of menus."

All menus are prepared and approved by a registered dietitian with Trinity Services Group, who ensure each meal provides an appropriate amount of protein per day based on age and gender, as well as other nutritional concerns.

"The registered dietitian approves all menus prior to service and annually thereafter," YCSO officials said. "All menus are analyzed to confirm that they provide a nutritionally adequate diet for incarcerated persons. As written and analyzed, the menus satisfy the Recommended Dietary allowances and Dietary Reference intakes for major nutrients required per the National Academy of Science - National Research Council."

Providing appropriate nutrition is part of ensuring the civil rights of each inmate are upheld, YCSO officials said.

YCSO "is dedicated to ensuring the inherent rights of those committed into custody. Adequate food is a basic human need, and the provisions of this standard protect prisoners' Eighth and Fourteenth Amendment rights."

In addition to protecting the rights of the inmates, providing nourishing food on a regular schedule allows the jail to run more smoothly overall.

"Leaving litigated rights to the side, bad or insufficient food is also a flash point for conflict in prisons and jails," YCSO officials said. "Complaints about inadequate food have historically been a common cause of prison and jail disturbances across the nation. Serving ample portions of decent and healthy food keeps tensions lower in prisons and jails."

Partnerships for Job Placement

Our Partnership with Ocean Properties, one of the nation's largest hotel and resort management companies, provides a wide array of career opportunities across the country. Ocean Properties operates more than 100 hotels with brands such as Marriott, Hilton, Intercontinental and more. **Qualified graduates of the Trinity WORK FEED SUCCEED program are accepted to interview for open positions at Ocean Properties after their release.**



the art of fine dining.

An important element of any successful hotel or resort experience is the soul-satisfying delight of fine dining. Many of Ocean Properties' on-site restaurants are proud possessors of AAA 4-Diamond ratings for their outstanding food, excellent service and distinctive ambiance.

- LATITUDES AT SUNSET KEY GUEST COTTAGES IN KEY WEST, FLORIDA*
- THE RANCHERS CLUB AT CROWNE PLAZA ALBUQUERQUE, ALBUQUERQUE, NEW MEXICO*
- CARETTA ON THE GULF AT SANDPEARL RESORT, CLEARWATER BEACH, FLORIDA*
- STEWMAN'S LOBSTER POUND IN THE BAR HARBOR REGENCY HOTEL & MARINA, BAR HARBOR, MAINE
- BOSTON'S ON THE BEACH/50 OCEAN, DELRAY BEACH, FLORIDA
- LATITUDES WATERFRONT IN WENTWORTH BY THE SEA, NEW CASTLE, NEW HAMPSHIRE
- LA BELLA VITA RISTORANTE AT THE HARBORSIDE HOTEL & MARINA, BAR HARBOR, MAINE
- LA BELLA VITA RISTORANTE AT THE SAGAMORE RESORT, BOLTON LANDING, NEW YORK

*AWARD WINNING AAA 4-DIAMOND RATED RESTAURANTS



Caretta on the Gulf
Clearwater Beach, FL





February 11, 2015

To Whom it May Concern:

Ocean Properties, LTD, is proud of its partnership with Trinity Services Group, Inc. that works to deliver jobs for released offenders and reduce recidivism for jails and correctional facilities.

OPL is one of the largest and most dynamic privately held hotel and resort management and development companies in North America. Our award-winning portfolio includes more than 150 properties in 36 states, with 15,000 employees operating major brands such as Marriott, Hilton, Starwood and Intercontinental, as well as several independent hotels and resources. In addition to hotels, we manage and operate restaurants, golf courses, spas, marinas, boating tours, and commercial real estate.

The objective of our partnership with Trinity is to build a bridge with training, certification and life skills to provide a pathway for achievement. We believe it is important to train offenders how to do a job, but the real test is how and where those abilities transfer to success in the marketplace. Our partnership is both an opportunity and a promise for Trinity's **Work, Feed, Succeed** program graduates to interview for various qualified positions, including Food Service, Housekeeping, Maintenance, Construction, etc., at any OPL property after release.

We believe that employment is hope, and that employment reunites families. Ocean Properties and Trinity Services Group are honored to initiate this path forward, and we are deeply committed to working with correctional facilities to provide a true path to success for released offenders.

Sincerely,

Michael Walsh
President

Staff Training

Trinity Services Group believes that the key to successful food service lies in the quality of the people who manage the program. Whether senior management, unit manager, or supervisor, we are committed to producing and delivering the most innovative and effective associate development plan available. The dynamic learning programs we offer, leadership, management skills, interpersonal relations, human resource administration, client satisfaction, and financial accountability, validate this commitment and belief.

By providing the latest and most comprehensive corrections management tools for our staff, we fulfill our commitment to consistency, quality, sanitation, safety, and security. Innovative corrections-specific training materials and opportunities are available through our secure website.

Our Training Commitment

We guarantee a management and operations team that is the best in the business. We select, train, and promote people who have the skills and abilities to motivate and mentor hourly staff as well as inmate staff.

To guarantee that we provide you with the most qualified team, we:

- Hire highly motivated staff members who demonstrate dedication to providing exceptional service
- Provide our new team members with a comprehensive orientation to Gila County and Trinity's policies, procedures, and standards
- Require each management team member to complete training to be a trainer. This essential requirement, ensures that our standards and programs are implemented by staff and assigned inmates
- Consistently provide our associates with the most up-to-date correctional training materials and programs
- Continuously offer comprehensive food service and quality assurance training

Our managers are leaders — Our managers care that the job gets done right, not only the first time but also on a continuing basis. They care about the associates who do their jobs, they foster common values, and they deliver superior service.





Orientation

In addition to having each new associate complete Gila County's Orientation Program, Trinity offers a salaried and hourly comprehensive orientation process called "Online Boot Camp." This 5-day program includes operational standards, food safety, kitchen maintenance, security, and quality assurance standards. The outline for our hourly associate Online Boot Camp is below.

By communicating your philosophies and ours, we set expectations that will enable success.

Mentoring

Continuous mentoring occurs throughout the first ninety days of employment by salaried and experienced hourly staff members.

Online Boot Camp - Orientation Outline

Day 1

- Hourly Associate Orientation – Slide Show
- You Are A Foodhandler – Slide Show
- Safety Counts – Slide Show
- Welcome to Corrections
- Staff-Inmate Relations – Review Handbook and Lesson Plan
- View Video "Common Sense, Common Practice"

Day 2

- Handwashing Procedures
- Proper Use of Disposable Gloves
- Eight Rules of Safe Food Handling
- Basics of Foodborne Illness
- Cross-Contamination
- Cloth Contamination
- Material Safety Data Sheets
- Thawing Food Safely
- Cooling Food Properly
- Reheating Foods
- Handling Leftovers

Day 3

- Inmate Supervision
- Taking Control – Keys & Tools
- Providing Safe Food – The Environment
- Providing Safe Food – Contamination/Foodborne Illness
- Cleaning & Sanitizing
- Implementing A Cleaning Schedule
- What's Wrong with This Picture?
- Location Self-Inspection Form

Day 4

- What is Portion Control?
- Proper Portion Controls at the Serving Line
- Setting Up a Serving Line
- How to Properly Take & Record Food Temperatures
- Sanitizing Thermometers
- Check It In – Check It Out
- Rules of Storage – FIFO
- Production Systems, Standard Recipes, Recipe Conversion

Day 5

- Introduction to HACCP
- Introduction to Quality Assurance Program
- What is Food Cost?
- What is Labor Cost?
- Health Inspections

Highlights of Trinity's In-Service Training

Staff-Inmate Relations In-Service Training

The Staff-Inmate Relations Handbook concisely conveys our company's philosophy on how associates should supervise workers who are in custody in a correctional facility. The ultimate result is effective inmate supervision.

Following is an excerpt from the lesson "Don't Put Yourself At Risk."

In correctional kitchen operations, theft, making brew or illegal alcohol drink (Hooch), the sabotage of equipment or food must be watched and checked continually. In our kitchen, these offenses are the major, most commonly tried schemes. Sometimes, the incidents are allowed to happen by less than diligent staff being manipulated by a "jail smart" inmate.

Although the set-up and manipulation is known by all inmates, it is important to emphasize that not all inmates engage in its use. But the practice of inmate manipulation is such a problem and incidents are so frequent, those working in corrections must be aware of the signs and phases for their safety and possibly the safety of other associates.

Be Professional – "The Do's"

- Learn to listen and observe
- Develop sensitivity to the inmate's body language and emotional changes
- Investigate inmates' statements, take nothing at face value
- Leave your prejudices at home
- When giving directions, make sure that they're understood
- Ensure inmates have the means to carry out your directions
- Check on the inmate's progress in performing assigned tasks
- Be knowledgeable about the rules of your facility
- Keep your promises
- Give directions in a confident, non-abrasive way
- Keep a professional manner
- Be fair, firm, and consistent
- Be alert and when in doubt, ask

Be Professional – "The Don'ts"

- Joke around
- Try to be friends
- Be drawn into conversations that "put down" the administration or other staff members
- Allow malingering
- Take gifts from an inmate
- Allow an inmate to touch you
- Use first names or allow an inmate to use your first name
- Do favors
- Allow familiar remarks
- Play favorites

Learn to say No! Security Rules When Working With Inmates – The No's

- No phones
- No mail
- No passing property or information
- No relationships
- No keys
- No favors

Avoidance and Protection Tools

- Professionalism
- Recognition (know their tactics)
- Communication monitoring (watch what you say)
- Effective use of "No"
- Confident commands (be fair, firm and consistent)
- Information gathering (learn and know your inmate workers)
- Procedural knowledge (know the rules and follow them)
- Your chain of command (use your supervisors as a source of information and keep them informed of problems or questions)
- Documentation (if it's not in writing it didn't happen)



STAR Chat

STAR Chat is a monthly training program designed to effectively communicate important information to our team members. We use the acronym STAR to represent our "Supervisor Training And Refresher." STAR Chat communicates Trinity's expectations of our team members, the reasons certain actions are important, and helps our team members become active participants in ensuring your facility is a safe, secure, and an efficient place to work. STAR Chat sessions also enable Trinity to communicate important company information to each of our team members.



Each distribution includes several topic outlines and a facilitator's checklist to help the session flow smoothly. Each unit manager is responsible for holding at least one of these sessions every month for all his/hers team members, and an attendance verification sheet is completed at every session. STAR Chat also includes sessions for ongoing management training. Below are several STAR Chat samples.

E-MAIL ETIQUETTE Operations

Projected Time For Session: 20 min
Target Audience: All Team Members

Learning objectives
Successful completion of this chapter will increase your knowledge and ability to:

- Select all the necessary components of documents to communicate points effectively.
- Motivate readers to action.
- Eliminate writer's block.

What should you include?
An outline can be created quickly and easily. Remember the five W's and an H! Answer these questions - who, what, when, where, why and how and you have likely addressed everything that needs to be included in the document.

What is missing?
Read the e-mail below for completeness. What information could be added for a better message?

Hi, I have a question regarding the new...

BURN PREVENTION & PROTECTION Safety

Projected Time For Session: 30 min
Target Audience: All Team Members

The Food Service Industry experiences the highest number of burns of any employment sector, about 12,000 each year. Cooks, food handlers, kitchen workers, and wait staff are all listed among the top 50 occupations at risk for on-the-job burn injury. Burns are no joke! If you have ever known a burn victim, then you have been told the excruciating pain of a serious burn. It is one of the most painful injuries you can suffer.

Did you know...?


- The majority of people hospitalized for workplace scald and contact burns are involved in food preparation.
- During busy periods, inexperience and the pressure of "keeping up" can result in burn injuries.
- In Deep Frying, hot oil can reach temperatures of 300° to 500°F, making this task a potential high risk for burn injuries.

Burns usually occur when:

- Work site management has not enforced safety rules.
- Team members ignore safety rules.
- Shortcuts are taken or team members are time-pressured.
- Persons become too familiar with their job and take unnecessary risks.
- Team members are ill, tired or compromised by drugs or alcohol and unable to concentrate.

Workplace burn injuries result from contact with:

- Hot liquids and steam.
- Hot oil and grease.
- Hot substances such as food or sauces.
- Hot surfaces - stoves, grills, ovens.
- Fires from hot grease or oil.
- Exposed electrical wires or improperly maintained electrical appliances or equipment.



COMMON SENSE COMMON PRACTICE Operations

Projected Time For Session: 60 min
Target Audience: All Team Members

What is it?
Common Sense Common Practice is divided into five separate modules addressing five distinct topics:

- Food Safety
- Personnel Safety
- Ground Rules
- Sanitation
- Chemical Supplies

Food Safety
Is your unit taking the proper steps when handling, preparing and storing food to prevent foodborne illnesses? This includes a number of routines that should be followed to avoid potentially severe health hazards. Food can transmit diseases from person to person as well as serve as a growth medium for bacteria that can cause foodborne illnesses. Here are some examples that we must utilize at all times in our operations:

- Hand Washing
- Hair Restraints
- Disposable Gloves
- Cross Contamination
- Temperature Danger Zone
- Cooking Time

Personnel Safety
It's all about being safe! There are three basic rules to remember when working in a kitchen.

- Be on the lookout for potential hazards. They are always present.
- Use safe work procedures. Accident can be prevented by doing things the right way the first time - do not take short cuts.
- Use protective personnel equipment when needed. This will also help prevent injuries. Listed are the most common injuries in our industry.
 - Burns
 - Cuts
 - Falls
 - Fires
 - Medical Emergencies

Paying attention to our surroundings will prevent many of our accidents in the workplace. Employees need to be engaged with the implementation of the safety program for it to succeed. For example, the employer is responsible for supplying

COOLING FOOD PROPERLY Operations

Projected Time For Session: 20 min
Target Audience: All Team Members

The Standard
When cooked food will not be served right away or is left over and can be saved, it must be cooled as quickly as possible to prevent microbial growth. Temperatures will be taken during the cooling process to make sure that time and temperature standards are met to ensure the safety of food served.

The FDA Food Code recommends, a "two-stage cooling" process. Cooked food must be cooled from 140 degrees F. to 70 degrees F. within two hours and from 70 degrees F. to 41 degrees F. (our standard is 40 degrees F.) or lower in an additional four hours, for a total cooling time of six hours. Many jurisdictions use one-stage cooling, by which food must be cooled to 41 degrees F. or lower in less than four hours.

Keep in mind this is a two stage process (two hours plus four hours). Because only two hours are allowed to cool food from 140 degrees F. to 70 degrees F., the two stage cooling process passes potentially hazardous food through this temperature zone quickly and safely.

NOTE: NEVER USE STORAGE REFRIGERATORS OR FREEZERS TO COOL FOODS. HOT FOODS CAN RAISE THE TEMPERATURE OF THE UNIT AND ENDANGER OTHER FOOD STORED INSIDE.

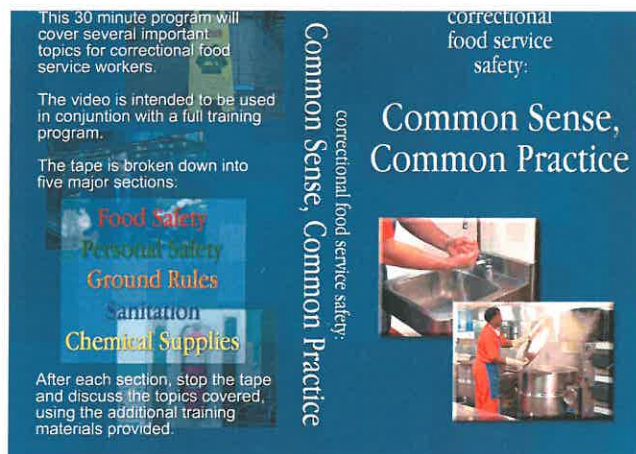
Critical Action

- Cooked foods that are not immediately served need to be cooled quickly and stored in a refrigerator.
- Make sure that the food has an internal temperature of 40 °F
- Note: If the food remains at a higher temperature before and during storage, and environment for bacterial growth can be created. Slow cooling allows bacterial growth rapidly and causes a potential danger.

Factors That Influence Cooling
The primary factor that influences the rate of at which food cools is its mass. Generally, the more dense the food and the greater the amount of food, the longer the food will take to cool.

HACCP Training

Hazard Analysis and Critical Control Points (HACCP) is a system of identifying hazards in the food production process and implementing control measures to prevent, eliminate, or reduce the hazard to an acceptable level. HACCP was developed in support of the space program in 1959 and has become a worldwide standard for food safety, endorsed by the SACMCF, WHO, USFDA, USDA and CDC. Trinity's Associate Training Program includes lessons to train and retrain all associates in the HACCP methodology.



Common Sense, Common Practice

The “**Common Sense, Common Practice**” video and training manual was developed as a corrections-specific instructional instrument to orient new workers and inmates in basic kitchen safety and procedures. These training instruments can be used to refresh current workers’ and inmates’ safety knowledge. “Common Sense, Common Practice” is divided into five distinct topics: Food Safety, Personal Safety, Ground Rules, Sanitation, and Chemical Supplies.

Safe Work Environment

Trinity addresses physical safety by conducting a training session that teaches our associates on the prevention of falls, cuts, burns, machine injuries, and fires.

We also conduct training on location on the written Hazard Communication Program and Material Safety Data Sheets (MSDS). All associates are taught how to read, interpret, and use the MSDS sheets.

Trinity Training Aids

- Associate Orientation Checklist
- Common Sense, Common Practice Video and CD Tool Kit
- OSHA (PITS) CD
- Safety Counts CD
- Associate Safety Guides (English & Spanish)
- Safety Manual
- Web-based material:
 - Knife Safety Signs
 - Food Temp Signs
 - Sink Safety Signs
 - Ten Rules of Safe Food Handling
 - The (dreaded) Big 4
 - Using Prep Time Safely
 - Safety is an Attitude

Third-Party Training Aids

Series of five videos produced by National Educational Media discussing kitchen safety.

- Preventing Fires
- Preventing Burns
- Preventing Cuts
- Preventing Falls
- Preventing Machine Injuries



PREA Training

The Prison Rape Elimination Act (PREA) law was passed in 2003 to help prevent, detect and response to sexual abuse in correctional facilities. This law requires facilities to adopt a zero-tolerance approach to sexual abuse and applies to all federal, state and local prisons, jails, police lock-ups, private facilities and residential facilities in a community setting.

Trinity requires every team member to attend a training session so that they may fully understand what constitutes sexual abuse and that sexual abuse is a punishable crime. The training teaches team members how to report any form of sexual abuse or harassment and how to respond if they see abuse taking place. Team members are also informed of the processes that take place during an investigation and after the investigation is complete.

Trinity's PREA Training is also offered in Spanish.

PREA
What do the pieces have to do with me?

The Law
Reporting
Misconduct
Manipulation
PREA

TRINITY SERVICES
GROUP, INC.

Trinity Services Group Training Initiative - Associate In-Service Training					
TOPIC	SUGGESTED INSTRUCTOR	SUGGESTED MATERIAL	PROCEDURE		TRAINING MONTH
MENU, RECIPES AND PRODUCTION RECORDS	FOODSERVICE DIRECTOR AND/ OR MANAGER	Copies of cycle menus, recipes and food production records	Discussion of menu, recipes, (how to read) and proper methods in completing/following production records	Associates will be able to read menus, recipes and properly complete production records	DECEMBER
SERVING AND PORTION CONTROL	FOODSERVICE DIRECTOR AND/ OR MANAGER	Items required/necessary to demonstrate proper techniques of serving and portioning	Discussion/demonstration of proper serving and portioning, sample tray	Associates will become familiar with proper serving techniques, portion utensils and logs	JANUARY
PROPER FOOD HANDLING TECHNIQUES TEMPERATURES	FOODSERVICE DIRECTOR AND/ OR MANAGER	ServSafe video and handouts	Discussion of Danger Zone, Hot Food Hot, Cold Food Cold, Cross Contamination, Handling Leftovers	Associates will be knowledgeable of proper serving/holding temperatures for menu items	FEBRUARY
PROPER FOOD HANDLING TECHNIQUES AND CROSS CONTAMINATION	DIVISION TRAINER	Kitchen items, logs, handouts, serving utensils, handouts, video	Discussion/demonstration of proper serving and food handling techniques, view video	Associates will be knowledgeable and able to perform specific aspects of food handling	MARCH
THERMOMETERS AND TEMPERATURE LOGS	DIVISION TRAINER	Items necessary to demonstrate proper techniques for taking and recording temperatures and sanitizing thermometers	Discussion/demonstration of proper methods to take and log temperatures and sanitizing of thermometers	Associates will become proficient in methods of taking/ logging temperatures and sanitizing procedures for thermometers	APRIL
NUTRITION, THE MENU AND MENU SUBSTITUTIONS	DIETITIAN	Menus specs and/or regulations, menu substitution forms, any guidelines	Discussion of menu, basic nutrition and regulations by which menus are based and menu substitution log	Associates will become familiar with menu restrictions, regulations and appropriate menu substitutions	MAY
CLEANING AND SANITIZING	CEO-LAB REPRESENTATIVE	Chemicals used in unit, logs, MSDA forms, handouts	Discussion/demonstration of proper use of chemicals and MSDS forms	Associates will become proficient in the use of chemicals and understand the use of MSDS forms	JUNE
EQUIPMENT OPERATION, CARE AND CLEANING	FOODSERVICE DIRECTOR AND/ OR MANAGER	Sanitation Manual Handout, Eco-Lab Video	Discussion/demonstration of proper care and cleaning of kitchen equipment	Associates will be able to care and perform aspects of cleaning kitchen equipment	JULY
EMERGENCY CONTINGENCY MEAL PLAN		Emergency meal Plan handout	Discussion/demonstration of proper service techniques for using emergency meals	Associates will understand; be able to perform and produce the appropriate meals as required by the emergency plan	AUGUST
SAFETY: PROPER LIFTING, PUSHING AND PULLING TECHNIQUES, PREVENT BURNS AND CUTS, PREVENT FALLS		Handouts and video tapes	Discussion/demonstration of procedures and methods as viewed in tapes	Associates will become knowledgeable in methods and procedures	SEPTEMBER
INMATE/STAFF RELATIONS		Handouts and video tapes	Discussion of role-playing	Associates will be knowledgeable in dos and don'ts of inmate/staff relations	OCTOBER
PROPER STORAGE		Handouts	Discussion of proper storage procedures, dry storage, refrigeration and freezer	Associates will be able to determine correct storage for food service products from delivery through various stages of production	NOVEMBER



Trinity Services Group Training Initiative - Safety Training

TOPIC	SUGGESTED INSTRUCTOR	SUGGESTED MATERIAL	PROCEDURE		TRAINING MONTH
FIRES AND FIRE EXTINGUISHERS	LOCAL FIRE INSPECTOR OR FIREMEN	ECO-LAB Video Handouts, Fire Extinguishers	Demonstration/discussion of types of fires, prevention, and extinguishers to control them. View video	Associates will be familiar with types of fires and how to prevent and extinguish them	DECEMBER
PREVENTING AND TREATING BURNS AND CUTS	UNIT MANAGER AND MEDICAL STAFF	First -Aid kit, Knives and equipment to use in a demonstration and videotape	Demonstration/discussion of basic first aid for burns and cuts. Demonstration of proper techniques to avoid injury.	Associates will be familiar with basic first aid for burns and cuts and how to avoid such injuries.	JANUARY
FACILITY FIRE PLAN EVACUATING STAFF AND INMATES	FACILITY REPRESENTATIVE IN CHARGE OF SECURITY/ FIRE SAFETY	Handout of facility fire and safety procedures	Demonstration and discussion of fire and safety procedures	Associates will know what to do within the operation in event of a fire.	FEBRUARY
HEIMLICH MANEUVER	MEDICAL STAFF AND/OR CERTIFIED INSTRUCTOR		Demonstration of the Heimlich Maneuver	Associates will know what to do if someone is choking.	MARCH
PREVENTING STRAINS, PROPER LIFTING, PUSHING AND PULLING TECHNIQUES	UNIT MANAGER	Items necessary to demonstrate proper techniques	Demonstration of proper lifting, pulling and pushing techniques	Associates will be familiar with the proper techniques of lifting, pulling and pushing	APRIL
PREVENTING FALLS	UNIT MANAGER	Mops, buckets, floor mats, wet floor signs, and any other necessary items, videotapes	Demonstration of proper mopping techniques, using wet floor signs and floor safety	Associates will become familiar with the proper procedures to avoid falls in the kitchen	MAY
HAZARDOUS CHEMICALS OSHA, MSDS	ECO-LAB REPRESENTATIVE	Right-To-Know Manual, ECO-LAB training materials	Discussion of chemicals, uses and all information required to meet OSHA regulations	Associates will become familiar with the uses and hazards of all chemicals used in the operation	JUNE
INSECT/RODENT PROTECTION			Discussion/demonstration of proper service food services operating techniques to avoid vermin attraction	Associates will become familiar with the proper foodservice operating techniques to avoid vermin attraction	JULY
ASSOCIATE SAFETY GUIDE		Associate Safety Guide	Discussion of Associate Safety Guide	Associates will know and understand the contents of the guide	AUGUST
FOOD EQUIPMENT SAFETY		Kitchen equipment, handouts, videotapes	Discussion/demonstration of proper use and operation of all kitchen equipment	Associates will know and understand the proper use and operation of the kitchen	SEPTEMBER
PROTECTIVE EQUIPMENT		Protective glasses, oven mitts, back supports, protective shoes, gloves, etc.	Discussion/demonstration in the proper use of personal protective equipment	Associates will know how and why to use of personal protective equipment	OCTOBER
SAFETY RULES		Associate Safety Guide	Discussion of safety rules in guide	Associates will know how and understand why these rules are important	NOVEMBER

Certification Programs

Sanitation and Food Safety – “ServSafe...Serving Safe Food Program”

Safety is, and always will be, the number one internal and external customer service standard. In partnership with the Educational Foundation of the National Restaurant Association, we offer a company wide training and development program known as ServSafe...Serving Safe Food Program. This internationally acclaimed process, serving food safely in the workplace, consists of classroom lectures, associate study guides, videos, group discussions, case studies, and other teaching aides. *Associates test for ServSafe certification after 180 days of employment.*

ServSafe Starters™ Program

The ServSafe Starters training and assessment program is a complete solution that delivers consistent food safety training to our hourly employees. ServSafe



Starters covers five key areas in the two-hour course: Basic Food Safety, Personal Hygiene, Cross-contamination and Allergens, Time and Temperature, and Cleaning and Sanitation.

An employee guide is offered as an instructional tool for managers or as a self-study guide. The end-of-course assessment is conducted in a 40-question, non-proctored test, and a Certificate of Completion is issued after passing the assessment.

ServSafe Food Protection Manager Certification

The ServSafe Food Protection Manager Certification is a 16- to 20-hour course that is designed to enable our managers to know food safety and its critical importance, and how to share that knowledge with every employee. The ServSafe Manager Certification Course includes lessons on:

- **Sanitation** — Managers learn the dangers of foodborne illness, how to prevent it, and the keys to food safety. They’ll learn where contamination starts, the components for good personal hygiene, and how every employee can be a safe food handler.
- **The Flow of Food Through the Operation** — Our managers learn how to prevent cross-contamination, how to use time and temperature control effectively, as well as information regarding safe receiving, food storage, preparation and serving, and cooling and reheating. ServSafe also teaches active managerial control of critical foodborne-illness risk factors.
- **Sanitary Facilities and Pest Management** — The ServSafe course covers all aspects of cleaning and sanitation in a practical, applicable manner, including pest management.
- **Certification Exam** — The ServSafe Food Protection Manager Certification exam is taken after completing the training. It is a secured and proctored exam, accredited by the American National Standards Institute (ANSI)-Conference for Food Protection (CFP). When a manager receives a grade of at least 90% on the ServSafe exam, they are awarded the ServSafe Food Protection Manager Certification, and are eligible to take the exam to become a ServSafe proctor.



American Correctional Association (ACA) Standards and Certification

Trinity has a commitment to maintaining and exceeding ACA standards. We use the American Correctional Association Food Service Training Correspondence Course for every one of our associates. This program, codeveloped by the ACA and the American Correctional Food Service Association, is designed to train our associates on critical food service skills from training and supervising inmates to maintaining a safe and secure environment to preparing and serving nutritious meals. Associates may study at their own pace. When new associates are hired, they can participate in training immediately rather than waiting for the next training session.

Trinity associates will complete the ACA Correctional Food Service Course after 180 days of employment, the equivalent to 40 hours of in-service training, if required by your facility. Any and all associates, hourly and salaried, working with juvenile offenders will also complete the ACA Supervising Young Offenders Correspondence, equivalent to 40 hours of in-service training if required by your facility, as well as any and all training required by the department.



Available Annual Training for Associates

Star CHAT Training	1/2 hour per month - 6 hours per year
Ecolab's	1 hour per quarter - 4 hours per year
Monthly In-Service Training	1 hour per month - 12 hours per year
District Manager Training	8 hours per year
Corporate-sponsored Training	As required, as necessary
Sexual & Workplace Harassment Training	2 to 4 hours per year
ServSafe Training	16 to 20 hours per year
Common Sense, Common Practice	1 to 2 hours per year
Safety Training	2 1/2 hours per year
ACA Correctional Food Service Course	40 hours per year
ACA Supervising Young Offenders Correspondence Course	40 hours per year
Quality Assurance	2 hours per year
Cleaning & Sanitation Guide	4 hours per year
Staff-Inmate Handbook	3 to 4 hours per year
Associate Grievance Procedure	1/2 hour per year
Location Fire and Safety Officer	1 to 2 hours per year
Training Enhancing Skills	1 hour per year
Job Description Review	1 hour per year



Quality Assurance

Our policy is to provide quality food service to the correctional environment. This means, the staff is constantly on alert, monitoring all phases of food production and service, which includes purchasing, receiving and storage food. The result is a high-quality, safe menu for inmates at an affordable price for the facility.

A Quality Assurance program is in effect in all of our facilities and encompasses all aspects of our food service operation — ensuring all of our operations consistently meet a high standard of production and service. If one step of an operation does not meet the stated standard, immediate corrective action is performed by on-site management. A facility may require a tailored version of the standards to meet the unique requirements of their physical plant or contract. Quarterly audit procedures, document the effectiveness of each system. Our quality assurance program is based on the American Correctional Association (ACA) Standards.

Food Safety Policy

In order to maintain our position as a premier food service management company and achieve our business objectives, we believe it is essential that food safety becomes an intrinsic part of our business plan. We understand that the prevention of food borne illness and good sanitation practices bring tangible benefits to our work force, clients, shareholders, and company. By maintaining an effective food safety policy, legal obligations are met and due diligence within the organization is performed.

Each site is required to have a unique document (or Food Safety Manual) dedicated to food safety and sanitation practices, which contains policies, operating procedures, and technical resources. In addition, each unit manager is responsible for monitoring his or her unit's food safety and sanitation procedures and for performing a monthly food safety inspection. Unit managers are also responsible to correct any deficiencies noted on self-inspections.

Components of Food Safety Plan	
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IMPORTANT TERMS	Pages 82-83

Quality Assurance Tools

Our quality assurance standards are based on the FDA Food Code and are housed in the comprehensive Quality Assurance Standards and Solutions Manual, including standard operating procedures (SOPs), sanitation standard operating procedures (SSOPs), and HACCP (hazard analysis and critical control points) compliance plans. Unique to this manual is the identification of detailed solutions and helpful information for each standard.

Quality Assurance Manual

Another component of our Quality Assurance program is Trinity's Quality Assurance Manual. A copy of this manual is available for reference in each Trinity operating unit. The manual contains HACCP signage to be posted in the units as reminders to staff. Copies of the signage are available for download by Food Service Directors at any time. We have included sample signage, and the Preface from our Quality Assurance Manual for your review.

Proper Use of Colored Cutting Boards Prevents Cross Contamination



Raw meat, Poultry, Seafood - Red



Raw Fruits and Vegetables - Green



Cooked and ready-to-eat Foods - White

Reminder: Clean and sanitize cutting board, knife, and other utensils before each use with a different task.

477 Commerce Blvd
Chilhowee, FL 32627
trinityservicesgroup.com
P. 813.854.4264

TRINITY SERVICES GROUP, INC.

Return to Supplier

This area for holding of damaged, spoiled, or recalled food only.

Do Not Use!

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trinityservicesgroup.com
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TRINITY SERVICES GROUP



QUALITY ASSURANCE MANUAL

Excellent
 Good
 Average
 Poor

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**Hairnets
Are Required
Past This Point**

477 Commerce Blvd
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TRINITY SERVICES GROUP



**Wash Your
Hands!**

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TRINITY SERVICES GROUP



PREFACE

Introduction

'Food Safety' does not happen by accident. Trinity Services Group believes that a comprehensive program to reduce product risk and the associated threat of food-borne illness and food-related injury is necessary; that is, a program that includes comprehensive standards, team members, managers, education and training, self-inspection and third-party audits, effective facility design and engineering, and vendor certification. Each one of these elements is critical to the strength and success of the entire program. But the starting point for success for each element is a uniform performance standard. This Quality Assurance Standards and Solutions manual establishes the Trinity performance standard for food protection. In it you will find:

- Standard Operating Procedures (SOPs)
- Sanitation Standard Operating Procedures (SSOPs)
- Hazard Analysis Critical Control Points (HACCP) Compliance plans

Our Quality Assurance Standards are based on sound science, current or proposed regulations, and best practices. U.S. Public Health Service and Food and Drug Administration (FDA) recommendations as presented in the 1999 Food Code, have been incorporated into these standards. Scientific and jurisdictional references used as the basis for these standards are cited in Section 14.

In all cases, in application of these standards within our company, compliance with stricter jurisdictional requirements is always necessary. You will find this important message printed on most of our materials. We believe that our careful consideration of current and proposed legislation in the development of this manual has resulted in a document that will support regulatory compliance in most jurisdictions. Of course, there will be exceptions to the norm.

Our formatting of this document permits easy revision and updating of existing standards as necessary, as regulations change and new concerns emerge. You will note that there is no page numbering, so information may easily be 'removed and replaced'. Likewise, an area has been identified at the end of each section as being *reserved for additional standards*.

Quality Assurance is an important Food Services Program component. Recognizing that sound science must be applied to the management of food safety in our food service operations, our program embraces the HACCP approach to the management of product risk. A focus on the flow of foods through the operation and the process of food handling is the cornerstone of our HACCP framework. Zero-defect process control is our goal. Strict safe food handling procedures that are to be followed at critical control points have been established, and monitoring of adherence to these SOPs is required, as is record-keeping to document our diligent efforts to keep food safe. Finally, our managers must periodically verify that the HACCP system continues to effectively meet the needs and addresses the challenges of the operation. We believe that these steps, along with certification of incoming goods (vendor certification), will serve to safeguard public health and ensure that food is unadulterated and honestly presented when served or offered for sale to our customers.

If any local or contractual requirements are needed above and beyond what is listed in this Quality Assurance Manual, contact your Supervisor.

Operations Policies and Procedures

We have provided the Table of Contents from our Operations Policies and Procedures Manual and sample of operations forms for your review.

TRINITY SERVICES GROUP, INC. Operations Manual Table of Contents

- HR-101 - MANAGER REQUIREMENTS
- HR-102 - MANAGER TRAINING REQUIREMENTS
- HR-103 - HOURLY TEAM MEMBER TRAINING REQUIREMENTS
- HR-104 - ADMINISTRATIVE TEAM MEMBER TRAINING
- QA-201 - QA OPA RECORD
- QA-202 - MONTHLY WEEKLY SHIFT INSPECTION WATER TEMPS
- QA-203 - TEMPERATURE CONTROL LOGS
- QA-204 - BUDGETING AND PURCHASING
- MEN-301 - CYCLE MENUS
- MEN-302 - DIETARY ALLOWANCE
- MEN-303 - NEW RECIPE IMPLEMENTATION PROCESS
- MEN-304 - TITLE 15 MENU REQUIREMENTS FOR CALIFORNIA
- MEN-305 - PERMANENT MENU CHANGE PROCEDURE
- MEN-306 - ALTERNATE MEAL SERVICE
- MEN-307 - TEMPORARY MENU SUBSTITUTIONS
- MEN-308 - RESTRICTED DIETS
- MEN-309 - MEDICAL AND RELIGIOUS DIET SYSTEM
- MEN-310 - RESTRICTED DIET SYSTEM
- MEN-311 - DIET MENU PROCEDURES
- MEN-312 - MEDICAL DIET LOG
- MEN-313 - RELIGIOUS DIET ORDERS
- SS-401 - HEALTH AND SAFETY REGULATIONS
- SS-402 - EMERGENCY CONTINGENCY PLANS
- SS-403 - KNIFES KEYS YEAST
- SS-404 - FOOD GROWN PRODUCED IN SYSTEM
- SS-405 - EQUIPMENT MAINTENANCE WORK
- PRO-501 - STANDARDIZED RECIPES
- PRO-502 - PORTION CONTROL
- PRO-503 - FOOD PRODUCTION PLAN
- PRO-504 - PRE PREPARATION PULL RECORD
- PRO-505 - TRAY LINE PLANNING DIAGRAM
- PRO-506 - STAFF VISITOR MEAL SIGN IN LOG
- PRO-507 - PANNING AND PORTIONING
- PRO-508 - THERMOMETER CALIBRATION
- TK-001 - NEW RECIPE IMPLEMENTATION PROCESS
- TK-002 - NUTRITIONAL EVALUATION OF RECIPES AND INGREDIENTS
- TK-003 - TEST PILOT LOCATIONS
- TK-004 - PROCESS FORMAT TESTING
- TK-005 - ACCOUNTABILITY PROCESS FOR TEST KITCHEN
- TK-006 - RECIPE CONCERN REPORTING
- TTO-101 - KIOSK ORDERING
- TTO-102 - HOT FOOD SALES ACCOUNTING

TRANSPORT LOG

DATE _____

TRINITY SERVICES
GROUP, INC.



BREAKFAST

Menu Item	Temp

Pod	Time	Discard	Pod	Time	Discard
A			G		
B			H		
C			I		
D			J		
E			K		
F			L		
MD			INT		

COMMENTS

TSG Signature _____ Client Signature _____

LUNCH

Menu Item	Temp

Pod	Time	Discard	Pod	Time	Discard
A			G		
B			H		
C			I		
D			J		
E			K		
F			L		
MD			INT		

COMMENTS

TSG Signature _____ Client Signature _____

DINNER

Menu Item	Temp

Pod	Time	Discard	Pod	Time	Discard
A			G		
B			H		
C			I		
D			J		
E			K		
F			L		
MD			INT		

COMMENTS

TSG Signature _____ Client Signature _____

TRINITY SERVICES
GROUP, INC.



FOOD SERVICE DEPARTMENT STAFF & INMATE HEALTH AND SAFETY CHECK

MEDICAL CLEARANCE PER POLICY, CHECK FOR RUNNY NOSE, OPEN CUTS AND SORES, FINGERNAILS, INJURIES, DAILY MEDICAL CHECK FOR LAY-IN, EXPLAIN UNSATISFACTORY ON THE BACK OF THIS SHEET

<u>NAME</u>	<u>CUTS/SORES</u>		<u>BURNS</u>		<u>RUNNY NOSE</u>		<u>NAILS</u>		<u>COLD/FLU</u>	
	SAT	UNSAT	SAT	UNSAT	SAT	UNSAT	SAT	UNSAT	SAT	UNSAT
_____	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]
_____	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]
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_____	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]
_____	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]

SHIFT SUPERVISOR SIGNATURE : _____ DATE: _____

[Type here]

[Type here]

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MEAL COUNT CALCULATION FORM

Unit: _____

Date: _____

Day: _____

Meal#: _____

circle one: BREAKFAST LUNCH DINNER

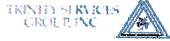
DINING HALL/SATELLITE TRAY SERVICE

A. Beginning Tray Count	_____
B. Trays added during service	_____
C. Total Staff Trays served off line	_____
D. Add line A, line B, and line C	_____
E. Total of trays left at the end of service	_____
F. Subtract line E from line D - total meals served	_____

BULK STYLE SATELLITE FEEDING SERVICE

A. Meals sent out in bulk. (number of pans divided by servings per pan)	_____
B. Callback amounts - How many servings called back for.	_____
C. Total religious & medical diets send per serving	_____
D. Add line A, line B, and line C for total meals served.	_____

Trinity Team Member Signature: _____



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Daily Inspection Report				DATE: _____
RATING				
S = SATISFACTORY				
U = UNSATISFACTORY				
	S	U	N/A	ACTION TAKEN FOR ALL "U" RATINGS
DishWashing Area:				
Floors Clean and Dry (no excess food on floors)				
Floor Drains Clean and free of food debris (working properly)				
DishMachine does not have excessive lime/calcium build up				
All gauges working (no condensation on glass)				
DishMachine drains clean and free of food debris				
Floor Mats clean and in place				
Sanitizer level is correct and reading on chemical test strip				
Temperatures on DishMachine are at correct levels				
Trays are properly stacked for air drying				
No faucet leaks or dishmachine leaks.				
Lights and light sheilds present, clean, and working				
Garbage disposal (clean and in working order)				
Pots & Pans Area:				
Floors Clean and Dry (no excess food on floors)				
Floor Drains Clean and free of food debris (working properly)				
Floor Mats clean and in place				
Sanitizer level is correct and reading on chemical test strip				
Pots & pans are properly stacked for air drying				
Wash and rinse sink has clean water in it				
Sinks are in working order. (no leaks faucets or sinks)				
Lights and light sheilds present, clean, and working				
Serving Line:				
Serving line is clean and sanitized (counters, wells, under counters)				
Floors Clean and Dry (no excess food on floors)				
Floor Drains Clean and free of food debris (working properly)				
Wash and Sanitize Buckets present and sanitizer reading correct				
No food is left out				
Hot holding boxes, clean and in working order (hot, seals, locks, temp gauges)				
Cold holding boxes, clean and in working order (cold, seals, locks, temp gauges)				
Tray pass through clean and sanitized.				
Lights and light sheilds present, clean, and working				
Dining Hall Areas:				
Floors are clean and dry				
Tables are clean. (top, under, legs, and sitting stools)				
Walls are clean				
Windows are clean				
Vents are clean				
Doors are clean (both sides, door handles, and door frame)				
Floor Drains Clean and free of food debris (working properly)				
Lights and light sheilds present, clean, and working				



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Walk in Cooler:				
Lights and light sheilds present, clean, and working				
Floors are clean and dry				
Walls are clean				
Shelves are clean (top and under)				
Leftovers properly labeled and dated				
Fans are clean and working properly				
Food pulls are present and pull sheets are present				
Pulls are stacked correct as to not cross contaminate (raw chicken on bottom shelf)				
Next day's preparation is complete and clearly labeled				
Doors are clean (both sides, door handles, and door frame)				
Walk in Freezer:				
Lights and light sheilds present, clean, and working				
Floors are clean and dry				
Walls are clean				
Shelves are clean (top and under)				
Fans are clean and working properly				
Food pulls are present and pull sheets are present				
Pulls are stacked correct as to not cross contaminate (raw chicken on bottom shelf)				
Doors are clean (both sides, door handles, and door frame)				
Dry Storage:				
Lights and light sheilds present, clean, and working				
Floors are clean and dry				
Walls are clean				
Shelves are clean (top and under)				
Fans are clean and working properly				
Food pulls are present and pull sheets are present				
Vents are clean				
Doors are clean (both sides, door handles, and door frame)				
Equipment review:				
All equipment on wheels are tethered				
Ovens (clean, in working order, cords and plugs no damage)				
Grills (clean, in working order, cords and plugs no damage)				
Stoves (clean, in working order, cords and plugs no damage)				
Steamers (clean, in working order, cords and plugs no damage)				
Kettles (clean, in working order, cords and plugs no damage)				
Tits (clean, in working order, cords and plugs no damage)				
Fryers (clean, in working order, cords and plugs no damage)				
Mixer (clean, in working order, cords and plugs no damage)				
Slicer (clean, in working order, cords and plugs no damage)				
Chopper (clean, in working order, cords and plugs no damage)				

Quality Checkpoints

The following is a list of all areas covered by our Quality Assurance program, including the Quality Checkpoints for each area.

Menu Planning

Because of the unique production/service system found in a correctional environment, menus must include special planning considerations in addition to traditional requirements.

- In the planning of all meals, food flavor, texture, temperature, appearance, and palatability are taken into consideration
- Meals are served according to a routine schedule, three times during each 24-hour period
- One, two, or three meals will contain hot foods, as agreed upon
- Local and ethnic food preferences are included in selections
- Menus meet or exceed Recommended Daily Dietary Allowances of essential nutrients
- All menu item nomenclature indicates the actual food served (as per “Truth in Menu” Rules)
- All portion sizes stated on the menu are in edible portion form
- Protein items found in entrées are expressed in weight portions, i.e., 2 oz, 8 oz
- All other menu items are stated in volume measurements, i.e., 1 c, 1/4 c
- Menus are planned 30 days in advance
- Nutritional analysis is completed on menu
- Menu substitutions are held to a minimum and are of like nutritional value
- Emergency menus are in place
- All inmates, guests, and staff are served the same food items (exception: medical/religious diets)
- Menu/food preferences are documented and on file
- Menu plans on file, are dated and can document the exact food served to the inmate

Purchasing

- Purchasing specifications:
 - Clear, concise description of item
 - Clear, concise purpose of item on menu
 - Unit size, packaging requirements
 - Grades or quality standards stated
 - Copy of specifications to Vendor
- Seasonal and quantity buys are made
- Bid solicitations made to various vendors or prime vendor system in place and monitored for compliance
- Bills are submitted quickly for payment
- Quantities required for par stock are stated
- Completed orders placed with vendors are sent to warehouse for receiving procedure

Receiving

- Purchasing specifications with quality measures and receiving information are available
- Completed orders for each vendor, available in writing from buyer
- Shipments checked, quality standards meet 100 percent of meat items
- Invoice extensions are verified
- All food cases are dated when received
- Proper receiving equipment is used
- Trained personnel perform all receiving
- Items are placed in storage promptly
- Unacceptable items are refused and credit noted on the invoice
- Spot checks are made:
 - Portion-controlled items are checked to ensure that the allowance specified are met
 - Meats, chickens, etc. are unboxed and weight is verified
 - Cartons of fresh fruits and vegetables are checked for count and quality throughout container

We never accept weights stamped on a box or container if it can be opened, weighed, or counted.



Storage

- First-in-first-out stock rotation method used
- Food is stored away from walls and off the floor
- Pest control measures are taken
- Proper storage temperatures are maintained
 - Dry storage: 70°F
 - Refrigerated storage: 35 - 40°F
 - Freezer storage: 0 to -10°F
- All storage areas are locked
- A proper sanitation program is followed
- Temperatures of all refrigerated storage is logged
- Weekly inventory counted by someone other than the staff member responsible for storage
- Controlled items are secured
- Inventory evaluation and control record-keeping procedures are followed
- Chemicals, paper supplies, and food are stored in separate areas
- Inventory issued only to authorized staff, never to inmates

Ingredient Control and Processing

- Only items used for production are removed from storage
- First-in-first-out stock rotation is practiced
- Issuing is done by stockroom person/cook supervisor to only authorized and assigned personnel
- Standard recipes are adjusted to the population of the facility and are closely followed
- Food production is scheduled (Production Records) according to need; leftovers are explained
- Staff/inmate workers are trained to perform required tasks
- Staff/inmate workers are properly supervised
- Authorization of ingredient variations by unit manager
- Ingredients are weighed and measured per recipe

- Fresh produce processing:
 - Thorough water wash of all fruits and vegetables
 - Immediate refrigeration of vegetable salads
 - Sizing of raw fruits for eating to ensure portion control
 - Weight of edible portion versus purchased raw product called for on Production Records adjusted
- Raw meat processing:
 - Wash under cold, running water to remove old blood residue
 - Separate work stations for beef and poultry
 - Trim excess fat or discolored fat
 - Portion/weight control of sliced meats checked
- Ingredient assembly:
 - Staged and timed ingredient incorporation per standard recipes
 - For realized blending, mixing, and other incorporation procedures followed
 - Weight control of total raw ingredient combinations checked, i.e., yield of batch versus stated recipe yield

Food Preparation (Production Methods)

- Standard recipes extended to facility size
- Standard cooking methods, including temperature charts, in place
- Production records indicate:
 - Quantities of raw products
 - Freezer pull times
 - Cooking method and recipe number
 - Batching schedule to maximize batch cooking methods
 - Individual assigned and responsible
- Documented quality checks on flavor, texture and color (visual and taste)
- Food Production Manual, records are maintained daily
- Sanitary food-handling techniques are practiced

Portioning and Serving of Meals

- Service plans are prepared to include:
 - Cycle/day/meal
 - Menu item
 - Serving container (i.e. Full Size 2", Half Size 4")
 - Portion size
 - Serving utensil
- Tray diagram prepared, shows location of each menu item
- Hot food and cold food serving line set-up diagram prepared, shows the location of each menu item
- Sanitation monitored continuously
- Any variations in service are recorded and corrective actions are noted
- Temperatures are constantly monitored to prevent dropping (or raising) into the food danger zone, between 40°F to 140°F
- Tray assessment performed at all three meal periods

Delivery of Meal (Adapted for each facility)

- Meal transmittal indicates:
 - Date/meal/day
 - Destination of meals
 - Total count of regular meals and medical diets
 - Signature of manager/supervisor who counted cold and hot trays, including diets and snacks
 - Signature of inmate/detainee to acknowledge receipt of medical diet
- Restricted medical diet trays are properly identified

Sanitation/Safety Program

- Each staff position is assigned specific cleaning duties
- The fire safety program is up-to-date and documented
- The in-service training program contains sanitation and safety programs that are presented on a routine basis. Attendance is mandatory.
- Dish machine temperatures taken are recorded three times daily during clean-up periods
- Weekly inspection of facility for safety and sanitation compliance by on-site management



Accounting and Reporting

Trinity has developed an integrated computerized reporting and accounting system specifically for the corrections environment. The system gives management all the information they need to operate an efficient food service operation, without tying them to their computers. Using the system, Managers are able to:

- Enter goods received and vendor invoices
- Input and track payroll
- Enter inventory each week
- Enter meal count data
- Generate client invoices
- Track budgetary matters
- Correspond as needed, via e-mail
- Receive online support, as needed
- Access the corrections support system, complete with forms and policies
- Perform many other functions, as needed.

Our administrative and production based software solution offers an enterprise based platform which is supported centrally, while allowing for an infinite amount of variables to address specific needs of a single food service location.

NetMenu

NetMenu is our proprietary back-office food management program. The Trinity version is designed specifically for correctional operations and supported centrally. This web-based software allows users to control and manage all aspects of their food service responsibilities in a user-friendly environment. NetMenu handles management functions that include:

- Food production management
- Inventory/ordering management
- Voucher/invoice/requisition management

We have built a support team dedicated to assisting our associates in using NetMenu. Their duties include training, database development, program support, and manual/document development. Our secure support website provides a repository for training tools, documents and interactive aids, and information to assist associates in using the program. We have an ongoing mission of further developing NetMenu to better fit the needs of our correctional market and provide more services to users of the program.

NetMenu is compatible with the newest operating systems, and operates via a web-connection. It is capable of answering the needs of facilities, from small operations to large, complex, multi-layered operations.

Food Production

Knowing how much to cook, providing clear instructions on how to produce items, and scheduling production, are basic to good food production systems. NetMenu assists in each area by automating processes and providing users with concise information. Menus specific to a facility are entered into the software and linked to all recipes required for the operation. Managers can easily print out recipes and production worksheets that are sized to the anticipated counts for a meal. If the counts change, new reports can be printed quickly. Worksheets include meal production instructions, pull sheets, and order guides. All worksheets and recipes are designed to aid unit personnel in managing their areas of responsibility. Procedures allow management to easily change and adjust menus to differing conditions.

After the meal is over, actual usage information is entered into NetMenu, allowing users to assess meals served and fine-tune production for future meals. Reports provide information ranging from a particular meal to overviews of periods of meals.

Inventory/Ordering

Managing inventory and ordering correctly are two critical functions in any food service operation. NetMenu automates many processes and helps ensure that unit management will have adequate products on hand at all times. Inventory management allows employees to track and control their inventory, ensuring that the proper amount of products are used on a timely basis. Order management allows appropriate interaction with vendors to ensure timely ordering of items in the proper quantities necessary to produce the menu. NetMenu provides a link directly to many vendors' automated order entry systems, thus further easing the ordering process.

Voucher/Invoice/Requisition Management

NetMenu assists Trinity staff to pay invoices in an easy, timely manner, ensuring that vendors deliver proper products in the quantities ordered. Voucher management frees up users to spend more time managing their operations by taking over many of the mundane processes associated with paying invoices and tracking vouchers. The voucher entry process helps ensure that what is ordered is actually delivered and that the proper price is paid for every item.

Salad Pasta w/ Mixed Veg (1340-FS)

All

Cooking Time: Cooking Temp: Internal Temp:	Serving Pan: Serving Utensil:	Yield: 100 1 Cup Portions: 100 1 Cup
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Ingredients & Instructions...

- Pasta Rotini (SU17006)	12 Pound
- Water (Water)	7 Gallon
- Oil Vegetable Salad (SU35005)	1/4 Cup
- Onion Yellow Fresh (PR11023)	1 Pound 4 Ounce
- Fresh Green Bell Pepper (PR11025)	3 Pound 2 Ounce
- Carrots Fresh (PR11008)	3 Pound 7 Ounce
- Celery Fresh (PR11011)	3 Pound 12 Ounce
- Dressing Salad (SU37016)	3 Quart 1/2 Cup
- Pepper Ground Black (SU27026)	1 1/3 Tablespoon

Procedure:

1. Bring water to a boil. Add pasta and cook for about 7 minutes or until tender. Drain pasta and cool down under running cold water. Once drained and cooled- mix oil to pasta to prevent lumping together. Hold pasta for step 3.
2. Clean and 1/8" dice the onions, peppers, carrots and celery.
3. Add salad dressing, and pepper. Mix all ingredients and blend well.
4. Cover, date and label, place in cooler to chill- CCP - Keep chilled below 40 ° F taking temperatures on line every 2 hours. Do not mix old product with new.

Production Summary Worksheet with Temperatures

Prep Area: All

Service Date:

Meal: Breakfast	Item Name	Portion Size	Fcst	Prep/Left	Cooking Temp		Holding Temp		Holding Temp		Corrective Action
					Time	Temp/Initials	Time	Temp/Initials	Time	Temp/Initials	
	*Cake Coffee (5315-MX)	1/54 Slice	2,037	/		/		/		/	
	Beverage Milk 1% (0008491)	1 Cup	2,057	/		/		/		/	
	Bread Sliced White (BK16006)	2 Slice	2,057	/		/		/		/	
	Cereal Corn Flakes Bulk (TR990248)	1 Cup	2,057	/		/		/		/	
	Margarine Whipped (6220)	1/2 WZ	2,037	/		/		/		/	
	Margarine Whipped (6220)	2 Tsp	20	/		/		/		/	
	Peaches (5140-CN)	1/2 Cup	2,057	/		/		/		/	
	Pepper Black PC (TR990322)	1 Each	2,057	/		/		/		/	
	Salt PC (TR990323)	1 Each	2,057	/		/		/		/	
	Sugar PC (TR990326)	2 Pk	2,037	/		/		/		/	
	Sugar Sub Splenda PC (TR990325)	2 Pk	20	/		/		/		/	
	Turkey Bologna Sliced 1 (1905)	1 WZ	2,037	/		/		/		/	
	Turkey Bologna Sliced 1 (1905)	2 WZ	20	/		/		/		/	

Meal: Lunch	Item Name	Portion Size	Fcst	Prep/Left	Cooking Temp		Holding Temp		Holding Temp		Corrective Action
					Time	Temp/Initials	Time	Temp/Initials	Time	Temp/Initials	
	Applesauce Chilled (5105-CN)	1/2 Cup	20	/		/		/		/	
	Beans Pinto (3065)	1 1/2 Cup	2	/		/		/		/	
	Beans Pinto (3065)	1 Cup	2,055	/		/		/		/	
	Beverage Fruit Drink Kiwi (4Kcal) (7008)	1 Cup	2,022	/		/		/		/	
	Beverage Milk 1% (0008491)	1 Cup	35	/		/		/		/	
	Carrots Steamed (4048-FZ DT)	1/2 Cup	2,057	/		/		/		/	
	Combread (3555-MX)	1-1/54 Slice	2,057	/		/		/		/	
	Margarine Whipped (6220)	1 Tsp	20	/		/		/		/	
	Margarine Whipped (6220)	1/2 WZ	2,037	/		/		/		/	

* Item was already produced on previous day.

Minimum Cooking and Holding Temperatures:

All products thawed under refrigeration keeping its temperat

Poultry and casseroles 165° F; *15 seconds

Ground Meat: including beef, and ground seafood 165° F

Cold Holding 40° F or below temp taken every 30 min - not to exceed 6 hours

Seafood- including fish, - 145° F for 15 seconds;

Reheat Foods to 165° F for at least 15 seconds

Hot Holding 140° F or above temp taken every 2 hours

CBORD NetMenu

Production Summary Worksheet with Temperatures

Prep Area: All

Service Date: _____

Meal: Lunch				Cooking Temp		Holding Temp		Holding Temp		Corrective Action
Item Name	Portion Size	Fcst	Prep/Left	Time	Temp/Initials	Time	Temp/Initials	Time	Temp/Initials	
Pepper Black PC (TR990322)	1 Each	2,057	/		/		/		/	
Pudding Chocolate (5915-MX)	1/2 Cup	2,037	/		/		/		/	
Salt PC (TR990323)	1 Each	2,057	/		/		/		/	
Turkey Ham Hot 3 (1920)	2 WZ	20	/		/		/		/	
Turkey Ham Hot 3 (1920)	3 WZ	2,000	/		/		/		/	
Turkey Ham Hot 3 (1920)	4 WZ	35	/		/		/		/	

Meal: Dinner				Cooking Temp		Holding Temp		Holding Temp		Corrective Action
Item Name	Portion Size	Fcst	Prep/Left	Time	Temp/Initials	Time	Temp/Initials	Time	Temp/Initials	
*Cake Yellow Iced White (5378-MX)	1/54 Slice	2,037	/		/		/		/	
Beans Pinto (3065)	1 Cup	2	/		/		/		/	
Beverage Fruit Drink Grape (4Kcal) (7005)	1 Cup	2,002	/		/		/		/	
Beverage Milk 1% (0008491)	1 Cup	55	/		/		/		/	
Bread Bun Hot Dog (0008709)	1 Each	2,057	/		/		/		/	
Corn Steamed (4064-FZ DT)	1/2 Cup	2,057	/		/		/		/	
Dressing Salad Italian (6010-SCR)	1/2 FZ	2,057	/		/		/		/	
Fruit Fresh Orange 113 (TR990602)	1 Each	20	/		/		/		/	
Mustard Yellow PC (SU34019)	2 Each (9 gm)	2,057	/		/		/		/	
Pepper Black PC (TR990322)	1 Each	2,057	/		/		/		/	
Salad Lettuce Mix (1030-BG)	1/2 Cup	2,057	/		/		/		/	
Salt PC (TR990323)	1 Each	2,057	/		/		/		/	
Turkey Polish Sausage 3 (1960)	3 WZ	2,055	/		/		/		/	

* Item was already produced on previous day.

Minimum Cooking and Holding Temperatures:

All products thawed under refrigeration keeping its temperat

Poultry and casseroles 165° F; *15 seconds

Ground Meat: including beef, and ground seafood 165° F

Cold Holding 40° F or below temp taken every 30 min - not to exceed 6 hours

Seafood- including fish, - 145° F for 15 seconds;

Reheat Foods to 165° F for at least 15 seconds

Hot Holding 140° F or above temp taken every 2 hours

All

Item Name	Last Physical Count	Stock Unit	Last Count Quantity	Received Quantity	Requisitions In	Out	Calculated On Hand	UnProcessed Deliveries	Predicted On Hand
Applesauce Unsweetened CND	2015-04-09	6/#10 Can	0.00	42.00	0.00	0.00	42.00	15.00	57.00
Apron Plastic 24x42	2015-04-09	10/100 Each	5.00	0.00	0.00	0.00	5.00	0.00	5.00
Bacon Bits	2015-04-09	12/1 Pound	1.00	1.67	0.00	0.00	2.67	0.00	2.67
Bag Carryout	2015-04-09	100 Each	2.00	0.00	0.00	0.00	2.00	0.00	2.00
Bag Paper Brown 6 Lb	1900-01-01	4/500 Each	0.00	0.00	0.00	0.00	1.00	0.00	1.00
Bag Paper Brown 8 Lb	2015-04-09	4/500 Each	1.50	0.00	0.00	0.00	1.50	0.00	1.50
Base Beef Economy	2015-04-09	25 Pound	9.00	0.00	0.00	0.00	9.00	0.00	9.00
Base Beef Soup & Gravy CC-102	2015-04-09	12/1 Pound	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Base Chicken	2015-03-05	25 Pound	9.00	0.00	0.00	0.00	9.00	0.00	9.00
Base Chicken Economy	2015-04-09	25 Pound	3.00	0.00	0.00	0.00	3.00	0.00	3.00
Basil Ground	2015-04-09	1 Pound	33.00	0.00	0.00	0.00	33.00	0.00	33.00
Basket Liner Paper 12x12	1900-01-01	1000 Each	0.00	0.00	0.00	0.00	1.00	0.00	1.00
Beans Baked Vegetarian CND	2015-04-09	6/#10 Can	1.33	0.00	0.00	0.00	1.33	0.00	1.33
Beans Green FRZ	2015-04-09	30 Pound	15.00	0.00	0.00	0.00	15.00	0.00	15.00
Beans Kidney DRY	2015-02-05	50 Pound	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beans Navy Dry	2015-04-09	50 Pound	0.00	5.00	0.00	0.00	5.00	0.00	5.00
Beans Pinto DRY	2015-04-09	50 Pound	34.00	15.00	0.00	0.00	49.00	19.00	68.00
Beard Guard	2015-04-09	10/100 Each	15.00	0.00	0.00	0.00	15.00	0.00	15.00
Beef Base	2015-03-05	25 Pound	12.00	0.00	0.00	0.00	12.00	0.00	12.00
Beef E&P FC	2015-04-09	40 Pound	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beef Ground 80/20	2015-04-09	3/10 Pound	5.66	0.00	0.00	0.00	5.66	0.00	5.66
Beef Philly Steak	2015-04-09	48/4 Ounce	6.50	0.00	0.00	0.00	6.50	0.00	6.50
Beef Philly Steak 4 Oz	2015-03-05	48/4 Ounce	7.20	0.00	0.00	0.00	7.20	0.00	7.20
Beverage Mix Grape 5WZ CC-804	2015-04-09	72/5 Ounce	5.00	0.00	0.00	0.00	5.00	0.00	5.00



Invoice by Product Group

Coffee Connection

PO Number:

PO Date: 4/15/2015

Delivery Date: 4/15/2015

Confirmation:

Account # :

Product Group	Account Codes		Purchases
	Debit	Credit	
Rollup Product Group			
Beverages	411054	411054	41.38
Beverages			41.38
Beverages			41.38
Groceries	411039	411039	886.85
Groceries			886.85
Groceries			886.85
Paper Supplies	411075	411075	1,498.69
Paper Supplies			1,498.69
Paper Supplies			1,498.69
Order Total:			2,426.92

Sample Invoice



Trinity Services Group, Inc.
 477 Commerce Blvd.
 Oldsmar, FL
 Phone: 813-854-4264

INVOICE
 Invoice Number
 4956263-13
 Date
 11/28/13

TO:

REMIT TO: Trinity Services Group, Inc.
 62836 Collection Center Drive
 CHICAGO, IL 60693-0628

QTY	DESCRIPTION	UNIT PRICE	AMOUNT DUE

Sub Total _____
 Taxes _____
 Total _____



Transition Plan

Trinity has extensive experience in many types of transitions: moving from a self-operated food service to a contract with us, moving from one contractor to another, opening up a new facility, renovating food service areas, or moving through the ACA Accreditation process. Our implementation plan accommodates your schedule and your needs.

We fully understand the impact that service transitions can have on a facility. Together, we discuss all facets of the transition plan and establish the steps needed to make the transition seamless and relatively undetectable. What will be detectable, is the improved quality of service and increased levels of sanitation that we bring to your table.

We conduct a thorough review of all programs and procedures to guarantee that we are 100% in compliance with the new contract. We will work with the current food service provider to ensure a smooth transition. Should your facility want to retain the current staff, we will conduct interviews to validate their skills and experience.

Our transition and opening team will make sure the items listed on our transition plan are completed prior to opening the account. Once opened, they will stay at your facility as long as necessary to ensure all programs are securely in place and the manager is ready to continue the day-to-day operations.

New Unit Transition Plan/Checklist

The District Manager and the applicable opening team members will use the following checklist as a guide for preparing and implementing our standard operating procedures at your facility. The timeline can be compressed or expanded to meet your schedule and needs.



**TRINITY SERVICES GROUP
4 WEEK TRANSITION / IMPLEMENTATION PLAN CHECKLIST**

UNIT NAME:
UNIT NUMBER:
OPENING DATE:
DISTRICT MANAGER:

4 WEEKS PRIOR TO OPENING DATE

TASK	ASSIGNED TO	DATE COMPLETE	SPECIAL NOTES
Place recruitment advertisements in local newspapers, periodicals and in JOBAPP. Determine availability of incumbent contractor employees	DM / HR		
Review contract in detail.	DM		
Interview Management candidates. Make offer.	DM		
Contact incumbent contractor and client to review the transition schedule.	DM		
Meet with institution management to discuss the transition schedule.	DM		
Determine the primary vendor. Supply a copy of the purchasing specifications along with any special needs.	PURCHASING		
Determine what direct vendors will be used. Contact for ordering criteria and provide and necessary information.	PURCHASING		
Determine the paper supply vendor. Contact and supply with all necessary information.	PURCHASING		
Determine the cleaning supply vendor. Provide with a list of all needs.	PURCHASING		
Procure all necessary licenses and permits. Check for any Federal, State, and County and City requirements.	DM/ PURCHASING		
Gather all personnel benefits information from Corporate.	DM		
Determine where interviews for recruiting will take place.	DM / HR		
Determine the Repair and Maintenance Vendor. Schedule walk-thru of facility to access current and future needs. Supply vendor with necessary contractual obligations.	DM		
Complete paperwork for new unit number.	DM		
Notify Dietitian we have been awarded the business and what menu is going to be used	DM		
Inform Dietitian of any accreditations that need to be followed	DM		
Arrange relocation of all management candidates.	DM / HR		

Determine opening team members. Call each individual to assess any special needs or concerns.	DM\MGR		
Determine the source for employee uniforms. Gather all necessary information and finalize ordering procedures.	DM / PURCHASING		
Call the Trinity training director to arrange for new employee orientation and training.	DM / HR		
Call the institution training director to arrange for new employee orientation to satisfy state and contractual obligations.	DM/MGR		
Arrange for health cards and drug tests for each employee as required by the facility or the local health authorities.	DM / HR		
Call the Cleaning supply representative to schedule a walk-thru of the facility to determine product and dispenser needs.	DM/MGR		
Order computer hardware.	DM		
Order computer software.	DM		
Order all required administrative forms.	DM		
Interview all prospective employees'. Make offers to allow for the next two weeks as the two week notice at their previous employer. Meet with existing contractor employees	DM/MGR		
Order all manuals etc. from Trinity Corporate Office	DM		
Introduce the Manager to the institution.	DM		
Order any equipment as outlined in the proposal.	DM/MGR		

3 WEEKS PRIOR TO OPENING DATE

TASK	ASSIGNED TO	DATE COMPLETE	SPECIAL NOTES
Provide legal with copy of RFP and Proposal	PDC		
Send copy of Contract Request Form to Legal and note time frame for delivering to client and also any unusual terms or requirements	Sales		
Finalize the opening team travel arrangements.	DM		
Determine uniform sizes and place order.	DM\MGR		
Refine specific job descriptions for Trinity staff.	MGR		
Develop specific cleaning schedules for each institution.	MGR		
Prepare specific work schedules for Trinity staff.	MGR		
Order necessary office equipment and supplies.	MGR		
Contact the institution Medical Director for a current list of diets to ensure all necessary recipes etc. are available.	MGR / REGION DIETITIAN		
Contact the institution chaplain for a list of all religious diets.	MGR / REGION DIETITIAN		
Order a phone card for the unit management.	DM		
Establish our "back-up" production staff from a pool of experienced and seasoned Trinity employees'.	DM\MGR		
Establish the schedule for ordering and receiving of food supplies.	MGR		
Coordinate with incumbent contractor	MGR		
Review specific security, safety and institutional policies which will need to be conveyed to our permanent and opening team members.	MGR		
Order P-Card for new manager	DM		
Submit form to get vendor number for new manager	DM		
Finalize Menus	DM		
Confirm serving times for inmates and staff	DM/MGR		
Meet with institution staff to review progress.	DM/MGR		

2 WEEKS PRIOR TO OPENING DATE

TASK	ASSIGNED TO	DATE COMPLETE	SPECIAL NOTES
Ensure employee training is on schedule to begin next week.	MGR / TRAINING COORDINATOR		
Prepare opening orders and discuss any areas of concern with all pertinent vendors.	MGR / PURCHASING		
Establish preliminary production record forecasts, develop the appropriate production schedule AND COMPLETE Prep and Pull sheets for opening week.	MGR		
Review inmate requirements and current inmate work schedules at the institution.	MGR		
Create a current unit level, PBSO, table of organization to familiarize all Trinity staff with institution chain of command.	DM		
Arrange for the training of the administrative assistant.	MGR		
Create a table of organization for Trinity unit level operations.	MGR		
Prepare for the opening team a "Summary of Contractual Obligations", to help familiarize our staff with unit level operations.	DM\MGR		
Arrange for new telephone/fax lines if necessary. Assess institutions current system for adequacy.	MGR/ IT TEAM		
Determine which employees need ServSafe Training	MGR		
Order CHAT	MGR		
Develop meal count sheets and billing sheets	DM/MGR		
Order Red and Green Buckets	MGR		
Arrange for emergency medical treatment. Procure necessary first aid supplies.	MGR		
All unit personnel report for 40 hour training and orientation.	MGR		
Issue uniforms to employees'.	MGR		
Establish tool control and key control systems.	DM\MGR		
Arrange to have equipment sales/service representatives present to provide training on any new or existing equipment.	MGR		
Refine emergency contingency plans. Review with institution staff.	MGR		
Develop product delivery contingency plans.	MGR		
Place all opening orders. Confirm product availability through vendor representatives.	MGR		
Confirm product delivery dates. Coordinate with incumbent contractor	MGR		
Meet with institutional staff to review progress	DM	9	

1 WEEKS PRIOR TO OPENING DATE

TASK	ASSIGNED TO	DATE COMPLETE	SPECIAL NOTES
Arrange for pre-opening cleaning (if necessary).	MGR		
Arrange for opening team to be on location at least 4 days prior to opening.	MGR		
Finalize inventory book/ordering system. Set up menu management system.	MGR / IT COORDINATOR		
Make final review of work schedule to ensure adequate coverage.	MGR		
Review equipment with incumbent institution staff.	MGR		
Review first week's menu with institution staff.	MGR		
Adjust production forecasts as necessary. Print recipes and production records for 1 st week	MGR		
All unit personnel report for Trinity orientation and training.	MGR / TRAINING COORDINATOR		
Prepare the units filing system complete with files full of forms and other necessary documentation.	MGR		
Receive opening orders.	MGR		
Arrange a "dry run" for delivery vehicles to points of service.	MGR		
Conduct equipment and small wares inventory with client	MGR		

CERTIFICATION: INTENTIONS CONCERNING SUBCONTRACTING

At the time of the submission of bids on **BID NO. 032615 FOOD AND LAUNDRY SERVICE FOR GILA COUNTY DETENTION CENTER**, my intention concerning subcontracting a portion of the work is as indicated below.

A list of any subcontractors (if applicable) to be used in performing the service must accompany the Bid. The list must include the subcontractors name, address, and phone number. List must be provided in a sealed envelope marked "List of Subcontractors".

- YES**, it is my intention to subcontract a portion of the work.
- NO**, it is not my intention to subcontract a portion of the work.



Signature of Authorized Representative

David M. Miller

Printed Name

Chief Operating Officer

Title

Trinity Services Group, Inc.

LEGAL ARIZONA WORKERS ACT COMPLIANCE

Firm hereby warrants that it will at all times during the term of this Contract comply with all federal immigration laws applicable to Firm's employment of its employees, and with the requirements of A.R.S. § 23-214 (A) (together the "State and Federal Immigration Laws"). Firm shall further ensure that each subcontractor who performs any work for Firm under this contract likewise complies with the State and Federal Immigration Laws.

County shall have the right at any time to inspect the books and records of Firm and any subcontractor in order to verify such party's compliance with the State and Federal Immigration Laws.

Any breach of Firm's or any subcontractor's warranty of compliance with the State and Federal Immigration Laws, or of any other provision of this section, shall be deemed to be a material breach of this Contract subjecting Firm to penalties up to and including suspension or termination of this Contract. If the breach is by a subcontractor, and the subcontract is suspended or terminated as a result, Firm shall be required to take such steps as may be necessary to either self-perform the services that would have been provided under the subcontract or retain a replacement subcontractor, as soon as possible so as not to delay delivery of services.

Firm shall advise each subcontractor of County's rights, and the subcontractor's obligations, under this Article by including a provision in each subcontract substantially in the following form: "Subcontractor hereby warrants that it will at all times during the term of this contract comply with all federal immigration laws applicable to Subcontractor's employees, and with the requirements of A.R.S. § 23-214 (A). Subcontractor further agrees that County may inspect the Subcontractor's books and records to insure that Subcontractor is in compliance with these requirements. Any breach of this paragraph by Subcontractor will be deemed to be a material breach of this contract subjecting Subcontractor to penalties up to and including suspension or termination of this contract."

Any additional costs attributable directly or indirectly to remedial action under this Article shall be the responsibility of Firm.



Signature of Authorized Representative

David M. Miller

Printed Name

Chief Operating Officer

Title

Trinity Services Group, Inc.

WAIVER OF LIABILITY AND RELEASE FORM

In consideration of the Gila County Sheriff' Office, hereinafter referred to as the Agency, processing this Waiver of Liability, I _____ hereby irrevocably agree to the following terms and conditions: (Please Print)

1. The term 'back-ground investigation" as used in this document refers to any and all information and sources of information that the agency, in its sole discretion, may deem necessary to obtain or contract, to determine my fitness as a candidate for employment with Gila County.
2. I hereby release from liability and promise to hold harmless under any and all possible causes of legal action and officer, agent or employee of Agency who may conduct my background investigation.
3. I hereby release from liability and promise to hold harmless, under any and all possible causes of legal action, any and all persons or entities who shall furnish any information or opinions to the officers, agents or employees of the Agency who conduct my background investigation.
4. I authorize any person or entity contacted by the Agency's officers, agents or employees during the course of my background investigation, to furnish to such officers, agents or employees any information or opinions that may have and hereby expressly waive any and all legal privileges I may have including but not limited to the attorney-client privilege, the physician-patient privilege, the psychotherapists-patient privilege, the clergyman-penitent, the husband-wife privilege, and the accountant-client privilege.
5. I hereby release from liability and promise to hold harmless, under any and all possible causes of legal action, the political subdivision, the agency or any of its officer, agents, or employees for any statements, acts or omissions in the course of my background investigation.
6. I expressly waive all of my legal rights and cause of action to the extent that the Agency background investigation may violate or infringe upon these legal rights and causes of action.
7. I expressly agree that I will never, under any circumstances, attempt to obtain the results of my background investigation as conducted by the Agency, realizing that such information must of necessity remain confidential.

I release from liability given by me to the political division, the Agency, its officers, agents and employees, all other as mentioned above, shall apply to any rights of action arising from the denial of employee opportunity of the Agency, based on information received from the background investigation.

Read carefully before signing.

Signature

Date

Printed Name

Trinity will have their each employee assigned to the County, complete this form upon contract award.

BIDDER CHECKLIST & ADDENDA ACKNOWLEDGMENT

NOTICE IS HEREBY GIVEN that all Bid Documents shall be completed and/or executed and submitted with this RFP. If Firm fails to complete and/or execute any portion of the Bid documents, all with original signatures, the RFP may be determined to be "non-responsive" and rejected.

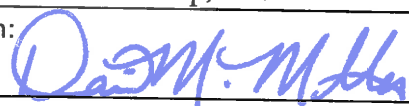
CHECKLIST:

<u>REQUIRED DOCUMENT</u>	<u>COMPLETED / EXECUTED</u>
QUALIFICATION & CERTIFICATION FORM	✓
PRICE SHEET	✓
REFERENCES	✓
NO COLLUSION IN BIDDING	✓
INTENTIONS IN SUBCONTRACTING	✓
LEGAL ARIZONA WORKERS ACT COMPLIANCE	✓
WAIVER OF LIABILITY & RELEASE	✓
CHECKLIST & ADDENDA ACKNOWLEDGMENT	✓
OFFER PAGE	✓

ACKNOWLEDGMENT OF RECEIPT OF ADDENDA:

	#1	#2	#3	#4	#5
Initials	<u>DM</u>	<u>DM</u>	_____	_____	_____
Date	<u>5/6/15</u>	<u>5/12/15</u>	_____	_____	_____

Signed and dated this 13th day of May, 2015

Trinity Services Group, Inc.
 Firm: _____

 By: _____
 David M. Miller, Chief Operating Officer

Each proposal shall be sealed in an envelope addressed to the Gila County Finance Department, and bearing the following statement on the outside of the envelope: Request for Sealed Proposals: Bid No. 032615 Food and Laundry Service for Gila County Detention Center. All proposals shall be filed with the Gila County Finance Department in the Guerrero Building at 1400 E. Ash St., Globe, AZ on or before May 18, 2015, by 11:00 AM.

OFFER PAGE

TO GILA COUNTY:

The undersigned hereby offers and agrees to furnish the material or service in compliance with all terms and conditions, instruction, specifications, and any amendments contained in this Request for Proposal document.

Signature also certifies the Firms bid proposal is genuine, and is not in any way collusive or a sham; that the bid proposal is not made with the intent to restrict or prohibit competition; that the Firm submitting the proposal has not revealed the contents of the proposal to, or in any way colluded with, any other Firm which may compete for the contract; and that no other Firm which may compete for the contract has revealed the contents of a proposal to, or in any way colluded with, the Firm submitting this proposal.

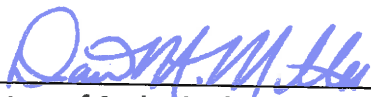
CONTRACT NUMBER: 032615 Food and Laundry Service for Gila County Detention Center

Firm Submitting Proposal:

Trinity Services Group, Inc.
Company Name
477 Commerce Blvd.
Address
Oldsmar, FL 34677
City State Zip

For clarification of this offer, contact:

Name: Don Lee
Phone No.: 855-616-6946
Fax
Email: don.lee@trinityservicesgroup.com


Signature of Authorized Person to Sign
David M. Miller
Printed Name
Chief Operating Officer
Title

Proposal must be signed by a duly authorized officer(s) eligible to sign contract documents for the Firm.

Exceptions

Contractor Termination Clause

The Contractor may terminate the contract without cause and without penalty by providing the County with not less than ninety (90) days prior written notice. The Contractor will continue to provide services beyond the proposed termination date upon writer request of the County for a period not to exceed an additional sixty (60) days.