

## 2435 FOOD AND BEVERAGES WITHIN THE SECURE PERIMETER OF SYSC

Chapter: **Sununu Youth Services Center**

Section: **Physical Plants and the Environment**



New Hampshire Division for Children, Youth and Families Policy Manual

Policy Directive:

Approved:

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Related Statute(s): [RSA 621](#), and [RSA 621-A](#)

Related Admin Rule(s):

Related Federal Regulation(s):

Related Form(s):

Bridges' Screen(s) and Attachment(s):

Safety and security of the residents, visitors and staff at the SYSC is paramount to all operations. Ensuring cleanliness of the facility is an important component of safe and secure operations. To ensure the cleanliness of the SYSC food and beverages in containers that present a safety risk shall not be permitted within the secure perimeter portion of SYSC, and the consumption of food and beverages by staff and residents shall occur only as authorized in this policy.

### Purpose

The purpose of this policy is to ensure the cleanliness of the SYSC facility through strict accountability.

### Policy

- I. General Cleanliness: Demonstrating the responsibility to exercise cleanliness is an important example for staff to set and residents to observe. Staff will ensure the following:
  - A. Except as expressly authorized in this policy, no food or beverages, except water, may be consumed in carpeted areas within SYSC.
  - B. All food and beverages brought into the secure perimeter of SYSC must be in plastic, paper, or Styrofoam containers and sealed with lids. Glass and metal containers are prohibited.
  - C. Ensure that spills are immediately and thoroughly cleaned up.
  - D. Ensure that any food or beverage spilled by a resident under his/her supervision is immediately and thoroughly cleaned up.
  - E. Immediately report to Maintenance any spill that will require professional equipment for cleaning.
  - F. Leave clean any area (table, chairs, counter, sink, floor, other) where he/she has consumed food or beverage, regardless of the condition in which he/she found it.
  - G. To the maximum extent possible, staff will utilize their breaks for the consumption of food and beverages other than those meals eaten with residents.
- II. Food/Beverages Brought into SYSC by Staff: Staff may bring food/beverages into SYSC only for personal consumption. Approval for staff gatherings at which food is to be shared must be authorized by the Residential Bureau Chief or designee and conducted at an appropriate scheduled location. Staff will do the following with food brought into SYSC:

- A. Food/beverages brought into SYSC by staff shall be stored only in:
    - 1. Individual staff lockers in the Staff Lounge.
    - 2. Refrigerators located in the Staff Lounge.
  - B. To reduce the likelihood of pest infestation and to maintain the separation of staff and resident food and beverages:
    - 1. Staff food/beverages shall not be stored in staff offices.
  - C. Food/beverages that are to be brought into the secure perimeter of SYSC shall be in plastic, paper, or Styrofoam containers and sealed with lids.
  - D. Staff may consume food or beverages only in the following locations within SYSC:
    - 1. Staff Lounge.
    - 2. Dining Hall.
    - 3. Café.
    - 4. Teacher Workroom.
    - 5. Dayroom in Medical Department.
    - 6. Kitchen (Kitchen Staff only).
    - 7. Designated area in the Maintenance Department.
    - 8. Areas within the residential buildings as provided in Section IV below.
- III. Food/Beverages Purchased at SYSC: Food/beverages may be purchased at SYSC in the following locations:
- A. Dining Hall:
    - 1. Staff who are eating in the Dining Hall with residents will not be required to pay for their meal.
    - 2. Staff who wish to eat the meal served in the Dining Hall who are not eating with residents shall:
      - (a) Purchase a meal ticket according to procedures established by the Business Office.
      - (b) Consume the meal in the Dining Hall.
    - 3. Café (according to the schedule established by the Culinary Arts Program). Food/beverages purchased in the Café shall be consumed in the Café.

4. Campus Store or vending machines – Food/beverages purchased in the Campus Store or from vending machines located in the Café shall be consumed in the:
  - (a) Staff Lounge.
  - (b) Café.
  - (c) Teacher Workroom.
  - (d) Dayroom in Medical Department.
5. Only Kitchen staff shall be permitted to consume food or beverages in the Kitchen.

IV. Food/Beverages in Residential Buildings: It is important to understand that the emphasis on food and beverages for residents should be on health choices. Further, food should not be used as part of a reward system. Anytime food is introduced into the residential buildings pest control must be a consideration. Staff will ensure all food waste is collected, packaged and disposed of properly and in a timely manner. When food and beverages are allowed in the residential buildings staff will ensure the following:

- A. When snacks and other food in Residential Buildings are allowed the following will apply:
  1. Snacks provided by the Kitchen may be served in the residential unit. Such food/beverages shall be consumed only in the multipurpose room of the residential building.
  2. Residents who are unable to be present in the Dining Hall for a scheduled meal and who are provided with an alternative meal by the Kitchen shall consume that meal in the multipurpose room of the residential building.
  3. No food/beverages other than water will be permitted in resident bedrooms.
  4. With the permission of the Unit Manager and the Residential Bureau Chief or designee, a residential unit or building may have food/beverages other than snacks prepared by the Kitchen on special occasions. Such food/beverages shall be consumed only in the multipurpose room of the residential building.
- B. Staff may consume beverages only in the residential units or in the multipurpose room of the residential buildings. Staff may consume food only in the multipurpose room of the residential buildings.