



# Virginia Department of Corrections

## Facility Services and Work

### Food Service Manual Chapter 10

#### *Inventory Control*

**Authority:**

Directive 501, *Food Services*

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*Signature Copy on File*

7/23/2025

Signature

Date

### REVIEW

The Director of Food Services will ensure that each Chapter of the Food Service Manual is reviewed annually and revised as necessary.

*The content owner reviewed this operating procedure in March 2026 and necessary changes have been made.*

### COMPLIANCE

The Food Service Manual is issued with the intent to pull together information from a variety of sources such as directives, operating procedures, regulations, and other mandatory requirements and applies to all Food Service activities in facilities operated by the Department of Corrections (DOC). Contract Food Service vendors must follow all provisions of the Food Service Manual within the specifications of their contract. This manual will not change requirements contained in any approved directive or operating procedure, but does contain specific operational details not included in other documents. Practices and procedures must comply with applicable State and Federal laws and regulations, American Correctional Association (ACA) standards, and DOC directives and operating procedures.

## Table of Contents

DEFINITIONS .....	3
PURPOSE .....	4
PROCEDURE .....	4
I. Inventory and Accountability .....	4
II. Physical Inventories .....	5
III. Access to Storage Areas .....	6
REFERENCES .....	6
ATTACHMENTS .....	6
FORM CITATIONS .....	6



## **DEFINITIONS**

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

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

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

## PURPOSE

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

## PROCEDURE

- I. Inventory and Accountability
  - A. Use of the Total Maintenance System (TMS) inventory module provides a way to track food and food supplies as well as other materials and supplies stored in the food service area.
    1. Daily pull sheets provide a list of items pulled from inventory for each meal.
    2. TMS inventory reports, regular physical counts, and limited access to storage areas provides accountability.
  - B. At facilities with an outside warehouse, the Warehouse Manager/Supervisor is responsible for receiving and verifying all food and food supplies received and stored in the warehouse.
    1. Deliveries from the facilities warehouse to the facility food service area will include a report listing the items issued from the warehouse inventory to food service.
    2. Food service staff will receive the items listed on the report into the food service inventory on the TMS.
  - C. Food service employees must:
    1. maintain perpetual inventory reports/cards for each item or category of items;
    2. conduct accurate daily, weekly, and monthly inventory checks as scheduled; and
    3. adjust par levels periodically to reflect changes in demand due to seasonality, special events, or menu updates.
    4. Staff conducting the inventory must sign where appropriate.
    5. The inventory total must not exceed a 45-day level. The following par level calculation will be used:
      - a. par level calculation -  $\text{par level} = (\text{average daily usage} \times \text{lead time}) + \text{safety stock}$ ;
      - b. average daily usage - quantity of items used per day;
      - c. lead time - number of days to receive a new order; and
      - d. safety stock - buffer inventory to prevent shortages due to delays or unexpected demand.
    6. A standardized *Par Level Form* FSM\_F38 for all food service supplies has been developed.
    7. All Food Directors, Assistant Food Directors, and Senior Food Managers must complete the *Par Level Form* FSM\_F38, prior to placing any food service orders. The *Par Level Form* FSM\_F38 must be attached to the eVA order and emailed to their respective Regional Food Director.
    8. All Regional Food Directors must review and approve or deny any food supply orders submitted via eVA and agribusines using the *Par Level Form* and date from the TMS.
    9. Par levels developed for all non-food supplies at each facility must be attached to the eVA order for review.
    10. All food service and warehouse or clothing orders must include the title "PAR/TMS reviewed".
    11. Regional Business Managers and Business Managers must review and approve or deny all non-food supply orders submitted through eVA using the par level and data from the TMS.
  - D. The Food Operations Director/Manager will use a "break out" area, daily, to set aside the food supplies to be withdrawn from the stock.
    1. The Food Operations Director/Manager will enter the issuance of all supplies on perpetual inventory records.

2. “Break out” areas will be utilized three days in advance, continually, to allow for thawing and appropriate advance menu planning. During the monthly physical inventory, these break outs will be paused to allow for physical count and will resume after the physical count is taken.
3. All “break out” areas will include standardized recipes, prepared in accordance with historical data of the number of meals served. Products issued will match the amounts required by recipes by weight and/or measure.

E. The facility’s Food Operations Director/Manager will maintain a copy of all inventory reports.

## II. Physical Inventories

### A. Food, food supplies, and cleaning supplies

1. A physical inventory will be taken of all food, food supplies, and cleaning supplies once a month in the bulk or main storage and the daily/weekly issue areas. This physical inventory must include all food items and supplies, paid for with food service funds, held in the warehouse where applicable.
  - a. The Food Operations Director/Manager and a staff member designated by the facility Unit Head will perform the physical inventory.
  - b. The staff member will be designated on a rotating basis and will not be a staff member assigned to the food service area.
  - c. The Food Operations Director/Manager and the designated staff member must sign the inventory.
2. The monthly physical count will be reconciled to perpetual inventory records.
  - a. After the physical count has been reconciled in the TMS, the Food Director and Food Manager Senior must email the last page of the First in First Out (FIFO) Material and Supply Inventory Count Sheet and the FIFO Material Inventory Valuation – Ad hoc Report 1362 and 1363 to their respective Regional Food Operations Director.
    - i. The FIFO Material and Supply Inventory Count Sheet must be signed by the Lister and Counter.
    - ii. These documents must be sent for review by the fifth day of each month to the designated Regional Food Operations Director.
  - b. A *Food Service Physical Inventory Deviation Report* FSM\_F6 listing any discrepancies must be forwarded to the facility Unit Head, with a copy to the Regional Food Service Field Director for review.
  - c. The facility Unit Head will indicate in the reason in writing, if known, for the discrepancies.
3. The Regional Food Service Field Directors will conduct random inventories during the quarterly inspection.

### B. Minor equipment and furnishings

1. A physical inventory will be taken of minor equipment and furnishings at least once a year.
2. A Fixed Asset Accounting and Control System (FAACS) inventory report must be completed every year on items with a value of more than \$2,000.
3. The facility’s designated Inventory Control Officer, assisted by food service staff, will conduct the inventory.
4. The physical count will be reconciled to records maintained by the designated Inventory Control Officer that lists the location of all such property. Copies of the completed FAACS inventory report will be maintained at the facility.
5. A written report listing all discrepancies and recommendations for configuring notable discrepancies will be prepared by the facility Food Service Director and submitted to the facility Unit Head with a copy to the Regional Food Service Field Director.

### C. Major equipment

1. Major equipment, with a current book value greater than \$5,000 will be inventoried at least once a

year.

- a. The facility's designated Inventory Control Officer will coordinate the inventory.
  - b. Food service staff may assist the Inventory Control Officer in conducting the inventory.
2. The physical count will be reconciled to records maintained by the facility's designated Inventory Control Officer. Copies of the completed FAACS inventory report will be maintained at the facility.
  3. A written report listing discrepancies and recommendations for configuring discrepancies will be prepared by the facility Food Service Director and submitted to the facility Unit Head with a copy to the Regional Food Service Field Director.
  4. The facility's designated Inventory Control Officer will update the FAACS based on the resolution for each discrepancy.

### III. Access to Storage Areas

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

## REFERENCES

Operating Procedure 430.3, *Key Control and Locking Devices*

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

## ATTACHMENTS

None

## FORM CITATIONS

*Food Service Physical Inventory Deviation Report* FSM\_F6

*Par Level Form* FSM\_F38