

# Culinary Equipment

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School

**Policy: 1200.0838**

**Effective Date: March 1, 2011**

**Version: 1**

The RI Training School accurately accounts for all knives, cleavers and potentially dangerous culinary equipment in order to maintain security and control.

## **Related Procedure**

[Culinary Equipment](#)

## **Related Policy**

[Unusual Incident Report](#)

[Tool and Equipment Control at the RI Training School](#)

## Culinary Equipment

### Procedure from Policy 1200.0838: Culinary Equipment

- A. Potentially dangerous culinary equipment and tools are maintained securely and counted on a prescribed schedule.
  1. Within the kitchen
    - a. All knives and cleavers are kept in a locked cabinet when knives are not in use.
    - b. The Principal Cook or Senior Cook receives the key to the locked cabinet from the Master Control Center (MCC) at the beginning of the shift and returns the key to the MCC at the end of the shift.
    - c. All knives and cleavers are counted twice daily by the Principal Cook or Senior Cook: once in the morning when he/she comes on duty and at the end of the day when he/she finishes his/her tour of duty.
    - d. The Principal Cook or the Senior Cook immediately reports any missing culinary equipment to the MCC.
    - e. The Principal Cook or the Senior Cook immediately completes an Unusual Incident Report in conformance with DCYF Policy 1200.0827, Unusual Incident Report.
  2. Within the Culinary Arts program
    - a. All knives and cleavers are kept in a locked cabinet in the Culinary Arts kitchen when not in use.
    - b. The Culinary Arts teacher receives the key to the locked cabinet from the MCC at the beginning of the school day and returns the key to the MCC at the end of the school day.
    - c. The Culinary Arts teacher counts all culinary equipment twice per class: at the beginning and at the end of the class period.
    - d. The Culinary Arts teacher supervises the distribution and use of all utensils.
    - e. The Culinary Arts teacher immediately reports any missing culinary equipment to the MCC.
    - f. The Culinary Arts teacher immediately completes an Unusual Incident Report in conformance with DCYF Policy 1200.0827, Unusual Incident Report.
- B. Kitchen and culinary arts staff supervise vendors in conformance with DCYF Policy 1200.0855, Tool and Equipment Control at the RI Training School.
- C. Paragraphs A and B are consistent with American Correctional Association Standards 3-JDF-3A-23 and 3-JTS-3A-23.