Food Employee Training & Record

Pursuant to Public Health Code (PHC) Section 19-13 B42(s)(8)(A) and 19-13 B49(t)(7)(A) the qualified food operator of each food service and catering food service establishment is responsible for ensuring training of food preparation personnel. Training shall include but is not necessarily limited to: ***Instruction in proper food temperature control; Food protection; Personal health and cleanliness; Sanitation of the facility, equipment supplies, and utensils; Food allergies***

The Qualified Food Operator of each food service establishment shall maintain written documentation of a training program, and training records of individual employees, and shall make these records available to the local health departments upon request. Training records shall be maintained for the term of employment of all current food workers.

The Qualified Food Operator is responsible for completing and maintaining the employee training sheet and training record forms or substitute forms with similar content approved by the local health department.

Employee Food Safety Training Record

Name of Establishment: _____ **Address:** _____
Employee Name: _____ **Date of Hire:** _____
Duties: _____

Training Topics	Date Complete	QFO Initials	Employee Initials
1. Food Temperature Control			
Cooking temperatures			
Hot & cold holding			
Rapid cooling & reheating			
Food thermometer use, storage, sanitation & calibration			
2. Food Protection			
Washing fruit & vegetables			
Protection from bare hand contact			
Protection from cross contamination			
Covering food & protection from other sources of contamination			
3. Personal Health & Cleanliness			
Employee Sick Leave, restricting ill food workers from food service duties & reporting illness to health jurisdiction			
Hand washing requirements, facilities & procedures			
Good hygienic practices			
4. Sanitation of the Facility, Equipment, Supplies & Utensils			
Sanitization requirements and procedures			
Cleaning schedule and procedures for food and non-food contact surfaces			
Proper use of the ware washing sink & dish machine			
5. Allergens fish, shellfish, egg, wheat, gluten, dairy, peanut, soy, tree nuts			