

# Standard Operating Procedure for

Facility\_\_\_\_\_

## Employee Training

<b>Why:</b>	Employees who know how to handle, prepare and serve food safely can prevent foodborne illness from occurring.
<b>Who:</b>	<ul style="list-style-type: none"><li>○ One person is a Certified Food Manager (CFM).</li><li>○ All food workers are trained.</li></ul> <input type="checkbox"/> _____
<b>When:</b>	Employees will be trained within 30 days of hire.
<b>Where:</b>	CFM Training course: <input type="checkbox"/> On –site <input type="checkbox"/> Classroom <input type="checkbox"/> Self-Study/or Online <input type="checkbox"/> _____  Worker Training <input type="checkbox"/> on site training <input type="checkbox"/> 3 <sup>rd</sup> party training _____ <input type="checkbox"/> Other self study _____ <input type="checkbox"/> _____
<b>How:</b>	CFM Exam/Certificate (check all that apply) <input type="checkbox"/> Experior <input type="checkbox"/> National Registry of Food Safety Professionals. <input type="checkbox"/> National Restaurant Association. <input type="checkbox"/> 3 <sup>rd</sup> party proctor of one of these exams _____ Food Worker Certification (check all that apply) <input type="checkbox"/> online <input type="checkbox"/> Other
<b>Mandatory Records:</b>	“Copies of CFM Certificates” “Employee Food Worker Training Records” <input type="checkbox"/> _____
<b>Correction:</b>	Require employee to obtain Certification. <input type="checkbox"/> _____
<b>PIC Verification:</b>	Verify all new employees are trained, or are scheduled for training. <input type="checkbox"/> _____

Prepared or revised by\_\_\_\_\_Date\_\_\_\_\_