

Standard Operating Procedure for

Facility _____

Employee Training

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

Prepared or revised by _____ Date _____