

## *Insert Business Name* EMPLOYEE TRAINING POLICY

**PURPOSE:** To prevent foodborne illness through employee training of proper food handling techniques, cleaning and sanitizing, proper equipment function, and storage.

**SCOPE:** This procedure applies to all foodservice employees who work for Farm2Fork at FEED Kitchens.

### **GLOSSARY:**

1. Ready-To-Eat Foods: food products that are prepared in advance, and can be eaten as sold. Ex: eggrolls, carrot sticks.
2. Cross-Contamination: the process by which bacteria or other microorganisms are unintentionally transferred from one substance to another, with harmful effect. This is also used when referencing common potential allergens, such as: tree nuts, peanuts, gluten products, dairy products, and soy.
3. Foodborne Illness: any illness resulting from the consumption of contaminated food, pathogenic bacteria, viruses, or parasites that contaminate food, including chemicals and natural toxins such as poisonous mushrooms.
4. Food Contact Surface: any equipment or utensil that normally comes in contact with food or that may drain, drip, or splash on food or on surfaces normally in contact with food. Ex: cutting boards, countertops, oven door handles.
5. Clean: free from dirt, marks, stains, food debris, or grease.
6. Sanitize: to make sanitary, as by cleaning and disinfected with an approved sanitizer or hot water that exceeds 160\* F. Ex: chlorine, quaternary ammonia, or iodine.
7. Calibration of Thermometer: the process of verifying the accuracy of a thermometer, using the ice-point method or the boiling-point method.
8. Temperature Danger Zone: the temperature range in which foodborne bacteria can grow. 41°F-135°F
9. Material Safety Data Sheets: Formal manufacturer's information about toxic chemicals used in the kitchen. Also, abbreviated as MSDS.
10. Standard Operating Procedures: company policy for food safety procedures. Also, abbreviated as SOP.

### **INSTRUCTIONS:**

1. Every foodservice employee will be required to obtain a Servsafe Certification within three months of employment.
2. Before any employee may start processing food in the kitchen, they must:
  - Review all SOPs, demonstrate understanding of all SOPs by completing a quiz, initial and date the Employee SOP Review Sheet as training is completed.
  - Complete the Employee Health Policy Form.
  - Read, initial, and date the Shared-Use Kitchen Agreement.
3. All foodservice employees will be trained on how to operate and clean the kitchen equipment:
  - A physical demonstration will be provided by the Processing Coordinator of each piece of equipment prior to employee use.
  - Employees will be required to demonstrate their understanding of how each piece of equipment operates and maintenance.
  - Online manufacturer's instructional videos are also available as resources to each employee
  - Employees must initial and date the Equipment Training Log.
4. Employees must demonstrate knowledge of how to:
  - Calibrate thermometers
  - Avoid cross contamination during food prep and storage
  - Properly cool foods, and how to document
  - Properly reheat foods, and how to document
  - Properly wash their hands, in designated hand sinks, and when it is necessary to wash hands
  - Properly clean and sanitize all food contact surfaces

*Insert Business Name* **EMPLOYEE TRAINING POLICY, continued:**

**Instructions, continued:**

**#4, continued:**

- Prevent food from remaining in the temperature danger zone, any longer than necessary; or longer than 4 hours
  - Proper hygiene and kitchen attire
  - Properly label all foods
  - Properly receive deliveries and storage
  - Properly handle ready-to-eat foods
  - Properly wash fruits and vegetables
  - Proper use and storage of chemicals
5. Employees will be provided detailed, standardized recipes, approved by the Processing Coordinator; and will follow instructions accurately.
6. Each employee will be supervised by the Processing Assistant, with physical demonstration:
- Until they have complete understanding of the project specifications.
  - Can execute the recipe without error
  - Can complete the recipe in it's entirety, including final packaging.
  - Can properly record cooking times, cooling times, production/batch information.
  - Can store finished product according to protocol.
  - Cleans and Sanitizes food contact surfaces according to protocol without correction.

**MONITORING:**

During hours of operation, the Processing Coordinator will:

1. Visually and physically inspect food products that all employees make.
2. Confirm cooking and cooling temperatures.
3. Visually and physically inspect that employees are cleaning and sanitizing all food contact surfaces.
4. Visually inspect employees for proper hygiene and hand washing.
5. Visually inspect that all employees date mark foods, according to protocol.
6. Visually inspect that all employees handle ready-to-eat foods with appropriate utensils or single-use gloves.
7. Visually and physically inspect that all deliveries are put away in a clean and orderly fashion, preventing cross contamination.
8. Visually and physically inspect that all thermometers used are calibrated properly.
9. Visually and physically inspect that all fruits and vegetables are washed and stored properly.
10. Visually and physically confirm that all toxic chemicals are stored properly, used properly, and sanitizer is at appropriate concentrations.

**CORRECTIVE ACTION:**

If at any time a foodservice employee is witnessed doing something that contradicts the SOPs, or requires corrective action:

1. The foodservice employee will be notified of the violation.
2. The foodservice employee will be retrained immediately, and provided with physical demonstration and review of policy by the Processing Coordinator.
3. If the foodservice employee understands regulation and proper protocol, but continues to have problems with violation; disciplinary action may need to be considered.

**VERIFICATION AND RECORD KEEPING:**

The Processing Coordinator will record all employee training activities, and the foodservice employee will initial and date the training logs. The Processing Coordinator will verify that the foodservice employees are fully competent with Farm2Fork policy and procedure, including Farm2Fork SOPs. The Processing Coordinator will verify that foodservice employees are actively following Farm2Fork policy and procedure, including Farm2Fork SOPs.

*Insert Business Name* EMPLOYEE TRAINING POLICY, continued:

DATE IMPLEMENTED: \_\_\_\_\_ BY: \_\_\_\_\_.

DATE REVIEWED: \_\_\_\_\_ BY: \_\_\_\_\_.

DATE REVISED: \_\_\_\_\_ BY: \_\_\_\_\_.