

# FOOD EMPLOYEE TRAINING RECORD

Name of Establishment: \_\_\_\_\_

Address of Establishment: \_\_\_\_\_

\_\_\_\_\_

Employee Name: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_

TRAINING TOPICS	DATE Completed	QFO Initials	EMPLOYEE Initials
<b>I. Proper Food Temperature Control</b>			
a. Internal cooking temperature requirements			
b. Reheating procedures and temperature requirements			
c. Hot and cold holding requirements			
d. Rapid cooling procedures and requirements			
e. Food temperature gauge use, storage, sanitization, and calibration			
<b>II. Food Protection</b>			
a. Washing fruits and vegetables			
b. Proper procedures for defrosting protein food products			
c. Practices and methods followed to prevent cross-contamination during preparation			
d. Proper covering of food to protect from sources of contamination during storage and service			
<b>III. Personal Health and Cleanliness</b>			
a. Handwashing requirements and procedures			
b. Proper used of single service gloves			
c. Employee sick leave, ill food handler restrictions from food service duties/illness reporting responsibility to health jurisdiction			
d. Good hygienic practices			
<b>IV. Sanitation of the Facility, Equipment, Supplies, and Utensils</b>			
a. Sanitization requirements and procedures			
b. Cleaning schedule and procedures for food and non-food contact surfaces			
c. Proper use and requirements for washing equipment in a 3-bay sink and/or dishwashing machine			

