

OPERATING STANDARDS

1.3 ASSOCIATE FOOD SAFETY TRAINING



A well-trained staff is fundamental to a successful food safety and sanitation program. Unit managers are responsible for ensuring associates complete required food safety trainings, keeping food safety top-of-mind for all food handling associates every day, and providing food training regularly.

STANDARD

- Within 30 days of hire, food handlers are required to complete *Kitchen Confidence: Your Guide to Food Safety LMS* course.
- Within 30 days of employment, food handlers are required to complete any food handler/safety courses or certifications as required by regulatory jurisdiction.
- Food handlers are responsible for maintaining jurisdictional certifications current at all times and providing unit manager with a copy of the current certification.
- Unit managers are responsible for ensuring new associates take the required courses/certifications within 30 days of hire.
- Unit managers are responsible for documenting and providing ongoing food safety training to all food handlers following Corporate or Sector-approved training materials and schedule.

MUST DO

- **Schedule** new food handlers time to complete the *Kitchen Confidence: Your Guide to Food Safety LMS* course, and any jurisdictional food handler certifications (where required), within 30 days of hire. Temporary associates to complete QAF-26 and any jurisdictional requirements at a minimum.
- **Maintain** current copies of food handler certification on file at unit.
- **Provide** each food handler access to the Associate Food Safety & Sanitation Handbook (and/or the Food Safety for Schools Guide).
- **Provide** approved food safety training on a routine schedule (as defined by Corporate and/or Sector) to all food handlers.
- **Document** food safety trainings and maintain documentation on file at unit for a period no less than 1 year.
- **Renew** the *Kitchen Confidence: Your Guide to Food Safety LMS* course annually, and all others prior to expiration.

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CORRECTIVE ACTION

- When an associate's certification has expired, ensure they enroll in the next available class as soon as possible

5 MINUTES ON FOOD SAFETY TRAININGS

These trainings have been developed to help unit managers easily and consistently train their staff. It is one of the approved training sources for ongoing food safety training of associates, and provides a suggested schedule, a script and has English and Spanish translation on each topic sheet.

Method for utilizing the 5 Minutes on Food Safety Trainings:

- Each week, choose one topic from the available 5 Minutes on Food Safety trainings. Topics may be selected by using the suggested schedule, or by choosing based on a topic that needs to be more urgently addressed in the unit.
- Read and review the chosen topic's 5-Minute sheet as well as the corresponding standard from this FSQA Manual
- Identify your target audience- it could be the entire staff, a department such as 'all servers', or even just one associate.
- Make copies to hand out to your associates; highlight and/or make notes on your copy to refer to during training.
- Train your staff for success!

AVAILABLE TRAINING

- Video training: [Kitchen Confidence: Your Guide to Food Safety](#)
- [ServSafe Food Handler Training](#)
- [Complete list of 5 Minutes on Food Safety topics](#)

HELPFUL LINKS

- [Refer to 1.11 Temporary & Contract Employees](#)
- [Associate Food Safety & Sanitation Handbook- ENGLISH](#)
- [Associate Food Safety & Sanitation Handbook- SPANISH](#)
- [Food Safety for Schools Guide \(Chartwells K-12\)](#)

NOTE

- It is highly recommended that each associate completes the ServSafe (or equivalent) Food Handler Course, which can be accessed via LMS.
- Some contracts may dictate stricter training policies or certifications.