

# Food Establishment Training Record

## For Food Handlers

### CHECK EACH ITEM ONCE REVIEWED WITH EMPLOYEE

#### Proper Food Temperatures:

- Identify time and temperature control for safety (TCS) ingredients, and items on menu
- Know where the food thermometers are located. You must have a probe and/or thin probe thermometer, know how to calibrate it; and alcohol wipes to disinfect it before use
- All coolers must have a working thermometer and it must be kept in the front of the unit and visible when you open the door (so you don't have to dig around for it). Coolers must be at 41°F or below
- Review cooking temperatures for food:
  - Poultry; stuffed product (meats, fish, pasta); all stuffing with TCS ingredients 165°F
  - Ground meat and fish 155°F
  - Shell eggs, meat, pork and fish 145°F
  - Whole roasts, corned beef, and pork roasts 145°F for 3 minutes
- Food to be reheated to 165°F on the stove (not in the steam table) for hot holding
- Hot hold TCS foods at a minimum of 135°F, hot hold whole roasts at a minimum 130°F
- TCS foods must be rapidly chilled
  - Cool from 140°F to 70°F within 2 hours and then from 70°F to 41°F within an additional 4 hours
  - Use shallow containers (not large pots), metal containers will cool more quickly than plastic
  - Stir during cooling for more even temperature reduction, use an ice wand if available
- Must post a Consumer Advisory on the menu and indicate with a Consumer Disclosure (\*) which food items may be served undercooked such as eggs, burgers, steak, fish and shellfish

#### Food Protection

- Cover all food except during active cooling
- Label all not original food containers, and ONLY use food grade containers
- Use food grade plastics only to cover food (not garbage bags or grocery store bags)
- Raw meats, fish, poultry and eggs must always be stored below ready to eat (RTE) foods in the cooler
- Scoops must have handles and be kept in designated, cleanable containers (not in the product)
- No bare hand contact with RTE foods
- Use tongs/dispensing utensils, gloves, not your bare hands, to plate items
- Do not cross contaminate between raw, and cooked or RTE foods, equipment, knives, cutting boards etc. Wash, rinse and sanitize equipment between using for raw, and cooked or RTE foods
- Do not eat, smoke or drink from open cups while working
- If you see something wrong tell the person in charge immediately

#### Personal Health and Cleanliness

- Discuss the company illness policy

- If you are sick with nausea, vomiting, diarrhea, fever, a bad cold with coughing, sore throat with fever or any know disease transmittable through food, stay home. Call your supervisor and let him/her know why you are out.
- If you have any open sores, boils or infected wounds these must be covered with an impermeable bandage. If a wound is on a hand use a single use glove over the bandage.
- Keep your hair contained or covered while working (hat, ponytail)
- Keep your hands clean, nails clean and cut etc.
- Bathe daily, keep your hair clean, and wear clean clothes to work
- Don't wear jewelry other than a plain band ring while working
- Keep your personal belongings (coats, purses, cell phones) in the designated area, not at your work station

#### Sanitation of Facility, Equipment, Supplies and Utensils

- Food contact equipment and surfaces must be cleaned and sanitized every 4 hours
- You must have an approved sanitizer onsite, know how to make it up at the proper strength, and have labeled sanitizer buckets available for use before you start any food prep each day. Sanitizer must be changed when it becomes cloudy, soiled or at a minimum every 4 hours.
- Do not mix detergent and sanitizer in the same bucket unless approved by the manufacturer
- You must have test strips for your sanitizer and know how to use them
- Wet wiping cloths must be stored in sanitizer between uses
- If equipment is broken or in poor condition report it to the manager

#### Food Allergies

- Discuss the eight most common food allergens (eggs, milk, wheat, soy, peanuts, tree nuts, fish and shellfish)
- Know which foods contain which allergens. If in doubt ask the chef or check the ingredients on labels, in recipes etc.
- Do not cross contaminate foods or food contact surfaces with allergens

#### Handwashing

- Always wash your hands
  - Just before you start work
  - Before you start preparing food or handling unwrapped utensils, dishes, glasses
  - Prior to putting gloves on and after you take gloves off
  - When changing tasks, after working with raw foods, after handling dirty dishes, after handling money, after cleaning, sweeping, handling trash etc.
  - After touching any bare body part or hair
  - After eating, drinking or tobacco use
  - After using the restroom, coughing, sneezing, blowing your nose
- Use a designated handwashing sink; use warm water and soap, scrub your hands well for 15 seconds, rinse then use paper towel to dry your hands (do not use a common towel or your apron etc.). Keep the sink handles clean. If you got something on them, clean them before you leave the sink.

- The handwashing sinks are not to be used for any other purpose and must be accessible at all times. Do not block the sinks with equipment, trash cans etc.

Date: \_\_\_\_\_

Employee: \_\_\_\_\_ (print) \_\_\_\_\_ (sign)

Trainer: \_\_\_\_\_ (print) \_\_\_\_\_ (sign)