Food Establishment Training Record

For Waitstaff

CHECK EACH ITEM ONCE REVIEWED WITH EMPLOYEE

Proper Food Temperatures:

- ☐ Check labels on creamers. Do they require refrigeration? If so, they must be kept at 41°f or below. Only put out enough for each customer. Don't leave a bowl on the table unless they are on ice.
- ☐ If using small creamer pitchers, discard after each customer and pitcher must be washed (no re-filling).
- ☐ 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 salads with plastic wrap and never stack uncovered foods.
- ☐ Scoops must be kept in a designated, clean, container.
- ☐ Use handled scoops, not bowls, cups or glasses to scoop product and ice.
- ☐ Use tongs/dispensing utensils, not your hands, to plate items.
- ☐ Only touch utensils by the handles, not the mouth parts.
- ☐ Do not touch glasses on the rims.
- ☐ Do not eat, 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 known 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
- ☐ Keep your personal belongings (coats, purses, cell phones) in the designated area, not at your work station

Sanitation of Facility, Equipment, Supplies and Utensils

- ☐ Preset utensils at the table must be kept covered at all times (pre-rolled etc.).
- ☐ Food contact equipment and surfaces must be cleaned and sanitized at a minimum 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 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.
- If a customer has a food allergy tell the chef and manager.

Handwashing

- Always wash your hands
  - Just before you start work,
  - Before you touch food or handle unwrapped utensils, dishes, glasses,
  - Prior to putting gloves on and after you take gloves off,
  - When changing tasks, 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)