Standard Operating Procedures for

Facility Name: _____

Employee Training

Why:	Employees who know how to handle, prepare and serve food safely can prevent foodborne illness from occurring.
Who:	○ One person is a Certified Food Protection Manager (CFPM) where required. ○ All food workers are certified. ☐ _____ _____
When:	Employees will be trained within 30 days of hire.
Where:	CFPM Training course: ☐ On –site ☐ Classroom ☐ Self-Study/or Online ☐ _____ Worker Training ☐ on site training ☐ 3rd party training _____ ☐ Other self study _____ ☐ _____
How:	CFPM Exam/Certificate (check all that apply) ☐ Experior ☐ National Registry of Food Safety Professionals. ☐ National Restaurant Association. ☐ 3rd party proctor of one of these exams _____ Food Worker Card (check all that apply) ☐ ADEC online ☐ Other
Mandatory Records:	Copies of CFPM Certificates Employee Food Worker Cards ☐ _____
Correction:	Require employee to obtain a Food Worker Card. ☐ _____
PIC Verification:	Verify all new employees have card, or are scheduled for exam. ☐ _____

Prepared or revised by:
Signature: _____Date_____