

# Food Service Employee Training Sign-In Sheet

Facility Name: \_\_\_\_\_

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

Training Instructor(s): \_\_\_\_\_

Training Topic(s): \_\_\_\_\_

Participant Name (Print)	Participant Signature	Notes

Certified Food Manager/Person in Charge Name (print & sign):  
\_\_\_\_\_



## Employee Training Guidance

Chapter 64E-11.012(5), Florida Administrative Code (FAC)

Florida Department of Health regulated food service operations must provide annual training for employees. It is the responsibility of the certified manager or person in charge to train or ensure the training of all employees under their supervision and control who engage in the storage, preparation, or serving of food, or cleaning of equipment, utensils, or food contact and non-food contact surfaces, and to do so in accordance with acceptable sanitary practices as described in this chapter. The trainings must be annual and provided to employees by March 31 of each year. Employees hired after the annual training has been provided for that calendar year must receive training within 30 days of being hired. The certified manager or person in charge must also maintain a copy of the establishment's most recent regular food service inspection form provided by the department. Employees shall present this inspection form to guests or patrons for their review upon request.

Managers must obtain and maintain an attendance roster of all employees present during training. Both the training curriculum and attendance roster must be maintained for three years and available upon request by the department. Establishments that are not compliant with the employee training requirements and record retention of this section must schedule a training and testing with the department and pay any applicable fees. In lieu of the department providing training and testing, the establishment may schedule training and testing with an outside course provider, who in addition to providing employee-level training, is also an approved manager certification test provider. The training and testing for employees must be completed within 60 days of the violation, or prior to the renewal of the sanitation certificate, whichever comes first.

Trainings can be conducted via classes, computer modules, or videos.

### Training Topics

- Basic Public Health Food Protection Practices
  - Chapter 64E-11, Florida Administrative Code; Section 381.0072, Florida Statutes
- Personal Hygiene
  - Handwashing
  - Clean clothing
  - Jewelry and Hair Restraints
- Food Service Personnel Responsibilities
  - Food Service Personnel know duties of their job
  - Safe Methods of thawing, cooking, cooling, handling, holding and storing foods
  - Proper cleaning and sanitizing methods for food service establishment
  - Maintaining equipment and establishment premises
- Prevention and Temperature/Time Control
  - Causes and effects of "Big 6" Foodborne Illnesses
- Proper Insect and Pest Control



## Chapter 64E-11, Florida Administrative Code Rule Changes

### At a Glance.....

- Definitions (Chapter 64E-11.002, FAC)
  - Potentially Hazardous Food (PHF) changed to Time and Temperature Control for Safety Food (TCS)
- Fee Changes (Chapter 64E-11.013(3), FAC)
  - Movie Theater Inspection Fee changed to \$190 annually
- Temperature for hot holding changed from 140°F to 135°F (Chapter 64E-11.003(2), FAC)
- Employee Health (Chapter 64E-11.003(3), FAC)
  - Manager/Person in Charge(PIC) Responsibilities
  - Cleaning up Diarrhea and Vomiting Events
    - Must have cleanup policy
- Employee Training (Chapter 64E-11.012(5), FAC)
  - Annual employee training requirement
- Time (only) as a Public Health Control (Chapter 64E-11.003(2), FAC)
  - Must complete written procedures

Florida Department of Health Food Safety and Sanitation Program Regulatory Authority:  
Chapter 64E-11, Florida Administrative Code, Section 381.0072, Florida Statutes, and 2013  
FDA Model Food Code



CLEAN

## STEP 1: CLEAN

# FOOD SAFETY QUICK TIPS



### Lather up

Before eating, wash your hands with soap and running water for at least 20 seconds. Count to 20 slowly or sing the "Happy Birthday" song to yourself twice.



### Eat clean

Rinse fruits and veggies under running water. Slicing or dicing? Scrub 'em anyway—germs can jump from rinds to the insides during cutting and peeling.



### Rules for tools

Wash cutting boards, knives, and other cooking utensils in hot, soapy water or the dishwasher after each use.



### Create a safe cooking space

Wash countertops, cooking surfaces, and insides of the refrigerator, freezer, and microwave frequently with hot, soapy water.



### Clean it before you crack it open

Wash food packaging, especially lids of cans and jars, before opening.

Find more **Quick Tips on the 4 Steps to Food Safety: Clean, Separate, Cook, Chill** at [www.fda.gov/food](http://www.fda.gov/food)

**EVERYDAY FOOD SAFETY**



SEPARATE



## STEP 2: SEPARATE

# FOOD SAFETY QUICK TIPS

### No touching

Raw meat, poultry, seafood, eggs, and flour should never come into contact with produce or any food that is ready-to-eat—keep them separate while shopping, storing, and cooking.



### Put a lid on it

Place raw meats in sealed containers or plastic wrap on lower shelves of the fridge or freezer.



### No yolking around

Storing eggs on the fridge door can expose them to uneven temperatures. Keep them on lower shelves instead, in their original carton.



### Double up

If you can, use a separate set of cooking tools for raw meat, poultry, seafood, eggs, and flour. If you can't, wash them thoroughly in hot, soapy water between cooking with produce and cooking with meats, eggs, or flour.



### Serve it safely

When grilling, barbecuing, or cooking meat, use different plates for raw and cooked meat.



Find more **Quick Tips on the 4 Steps to Food Safety: Clean, Separate, Cook, Chill** at

[www.fda.gov/food](http://www.fda.gov/food)

**EVERYDAY FOOD SAFETY**



**U.S. FOOD & DRUG  
ADMINISTRATION**



COOK



## STEP 3: COOK

# FOOD SAFETY QUICK TIPS



### Heat it before you eat it

Use a food thermometer to check that your food has reached a safe temperature.

**145 °F** for seafood

**145 °F** with a 3-minute rest time for beef, pork, and ham

**160 °F** for ground meat, meat mixtures, and egg dishes

**165 °F** for poultry, microwaved foods, and reheated leftovers



### Doughs are don'ts

Eggs and flour are not safe to eat unless fully cooked.



### Turn the tables

When microwaving, make sure to rotate food to allow for even heating. Always follow directions for cooking and standing time.



### Dish it out

When eating at restaurants, avoid foods that contain raw or undercooked egg, meat, poultry, or seafood. Ask the server if you aren't sure.



Find more **Quick Tips on the 4 Steps to Food Safety: Clean, Separate, Cook, Chill** at

[www.fda.gov/food](http://www.fda.gov/food)

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July 2018



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ADMINISTRATION**

CHILL



## STEP 4: CHILL

# FOOD SAFETY QUICK TIPS



### Check the App

**USDA FoodKeeper** can tell you how long foods and drinks are safe to keep in the refrigerator or freezer.



### Shop, and don't stop

At the grocery store, pick up perishable foods last and take them straight home.



### Keep your cool

Chill groceries, leftovers, and food delivery items within 2 hours, or 1 hour if exposed to temperatures above 90 °F. Use an appliance thermometer to set fridge to 40 °F or below and freezer at 0 °F or below.



### Let it breathe

Leave space for air to circulate between containers in your fridge and freezer.



### Stay chill

If bringing cold foods on-the-go, pack them with ice in an insulated container.

Find more **Quick Tips on the 4 Steps to Food Safety: Clean, Separate, Cook, Chill** at

[www.fda.gov/food](http://www.fda.gov/food)

**EVERYDAY FOOD SAFETY**

July 2018



United States Department of Agriculture  
Food Safety and Inspection Service



## Food Safety Information

### “Danger Zone” (40 °F - 140 °F)

Leaving food out too long at room temperature can cause bacteria (such as *Staphylococcus aureus*, *Salmonella* Enteritidis, *Escherichia coli* O157:H7, and *Campylobacter*) to grow to dangerous levels that can cause illness. Bacteria grow most rapidly in the range of temperatures between 40 °F and 140 °F, doubling in number in as little as 20 minutes. This range of temperatures is often called the “Danger Zone.”

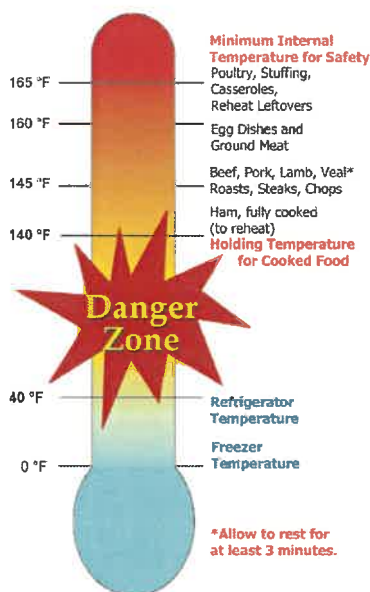
#### Keep Food Out of the “Danger Zone”

Never leave food out of refrigeration over 2 hours. If the temperature is above 90 °F, food should not be left out more than 1 hour.

- Keep hot food hot — at or above 140 °F. Place cooked food in chafing dishes, preheated steam tables, warming trays, and/or slow cookers.
- Keep cold food cold — at or below 40 °F. Place food in containers on ice.

#### Cooking

Raw meat and poultry should always be cooked to a safe minimum internal temperature (see graphic). When roasting meat and poultry, use an oven temperature no lower than 325 °F.



If you aren't going to serve hot food right away, it's important to keep it at 140 °F or above.

#### Storing Leftovers

One of the most common causes of foodborne illness is improper cooling of cooked foods. Bacteria can be reintroduced to food after it is safely cooked. For this reason leftovers must be put in shallow containers for quick cooling and refrigerated at 40 °F or below within two hours.

#### Reheating

Foods should be reheated thoroughly to an internal temperature of 165 °F or until hot and steaming. In the microwave oven, cover food and rotate so it heats evenly.

### Food Safety Questions?

#### Call the USDA Meat & Poultry Hotline

If you have a question about meat, poultry, or egg products, call the USDA Meat and Poultry Hotline toll free at **1-888-MPHotline (1-888-674-6854)**. The Hotline is open year-round



Monday through Friday from 10 a.m. to 4 p.m. ET (English or Spanish). Recorded food safety messages are available 24 hours a day. Check out the FSIS Web site at **www.fsis.usda.gov**.

Send E-mail questions to **MPHotline.fsis@usda.gov**.

#### Ask Karen!

FSIS' automated response system can provide food safety information 24/7 and a live chat during Hotline hours.



Mobile phone users can access **m.askkaren.gov**

**PregunteleaKaren.gov**

The Food Safety and Inspection Service (FSIS) is the public health agency in the U.S. Department of Agriculture responsible for ensuring that the nation's commercial supply of meat, poultry, and egg products is safe, wholesome, and correctly labeled and packaged.

The USDA is an equal opportunity provider and employer.  
Revised October 2011





# Employee Health

Any associate diagnosed with or exposed to the following cannot report or return to work until authorized by a Health Practitioner or the Person In Charge (PIC):

**SEND >>> Salmonella\***  
**SICK >>> Shigella**  
**EMPLOYEES >>> E. coli**  
**HOME >>> Hepatitis A**  
**NOW >>> Norovirus**

Any associate displaying the following symptoms cannot work with or around food:

- Vomiting
- Diarrhea
- Sore Throat with a Fever
- Jaundice
- Unprotected & Infected Wounds

PIC: For additional information, refer to the decision charts on the back of this document

\* Nontyphoidal Salmonella and Typhoid fever (Salmonella Typhi)

**SEND  
SICK  
EMPLOYEES  
HOME  
NOW**

If they are presenting any of the following:



[Diarrhea]



[Jaundice]



[Sore Throat with Fever]



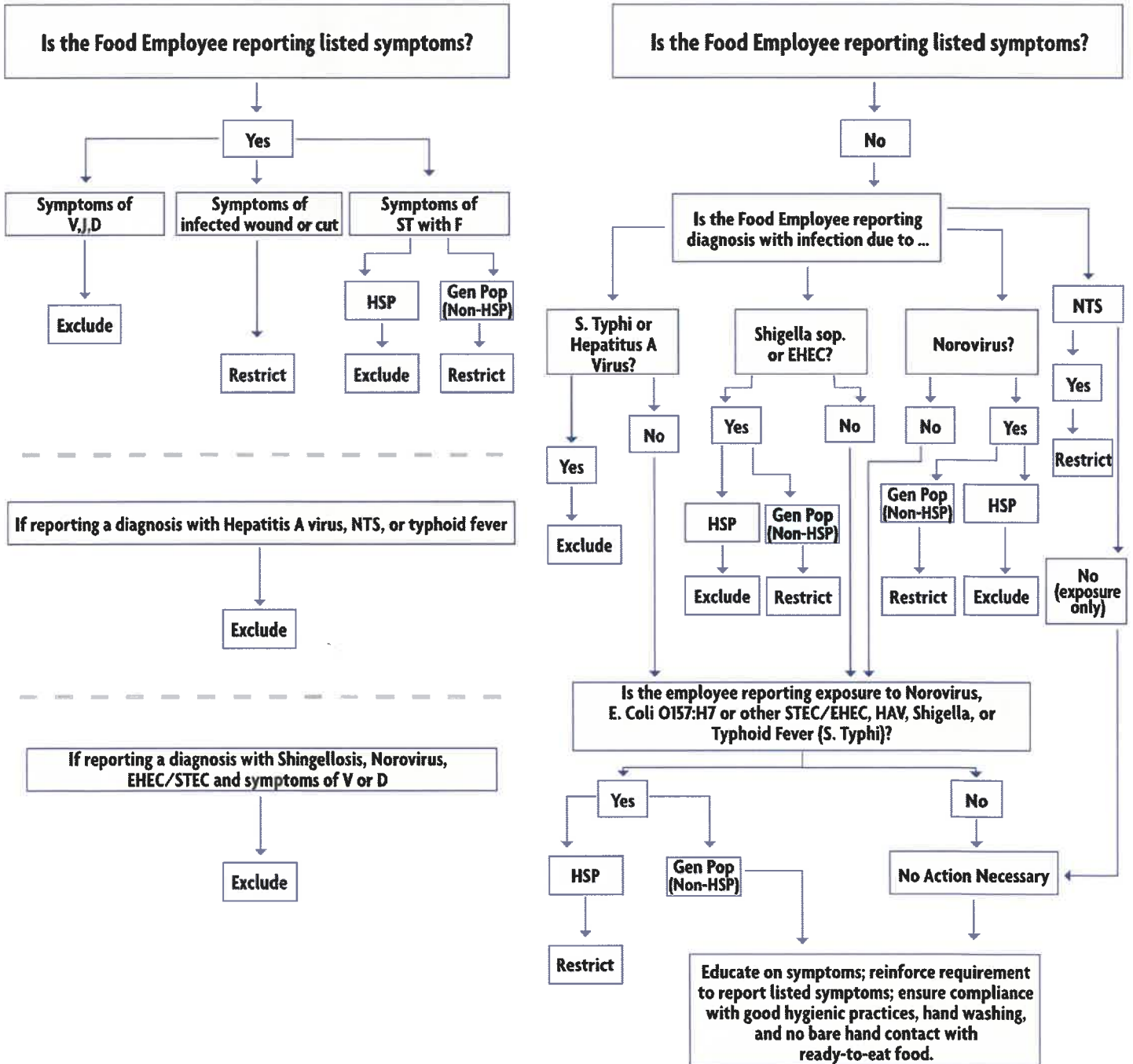
[Vomiting]



[Unprotected & Infected Wounds]



## EMPLOYEE HEALTH DECISION TREE



2-201.11/2-201.12 Decision Tree 1 and 2

Key: (HSP) Highly Susceptible Population; (Gen. Pop.) General Population; (V) Vomiting; (J) Jaundice; (D) Diarrhea; (ST with F) Sore Throat with Fever ; (EHEC) Enterohemorrhagic E. coli; (STEC) Shiga toxin - producing E. Coli; (HAV) Hepatitis A Virus. (NTS) = Nontyphoidal Salmonella

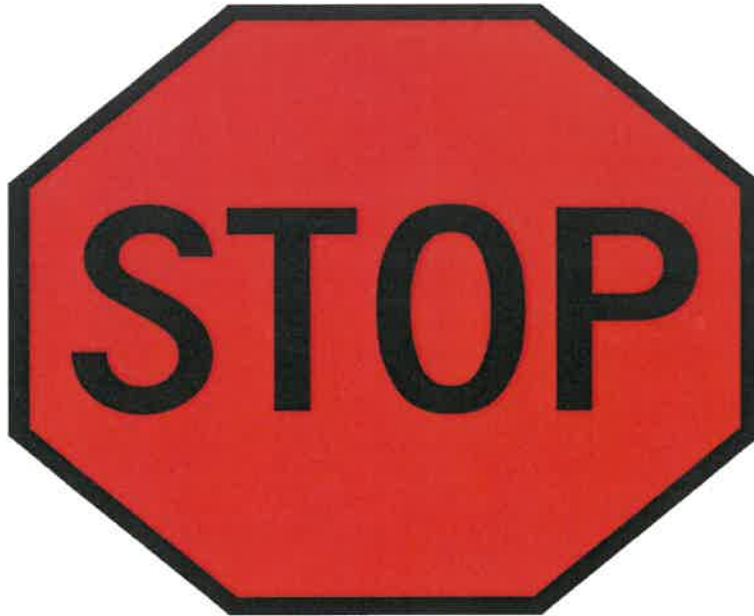
Additional information can be found in Annex 3 of the FDA Food Code [2.201.11/2.201.12].



## Did you Know that ??

- Ill food handlers are a major cause of foodborne illness.
- Food handlers who experienced diarrhea or vomiting within the last 48 hours can pass their illness on to customers and coworkers even though they feel fine now.
- People can spread many different types of illnesses to others before they even know they are sick themselves.
- Proper hand washing, including proper hand drying, only removes about 1/2 of the disease-causing germs present on your hands. That is why no bare hand contact with ready-to-eat food is so important.
- Food service managers are **required by law** to monitor the health of their employees.
- Food managers and handlers are **required by law** to report certain illnesses to the Department of Health.
- Viruses can live on surfaces, such as refrigerator door handles and food preparation tables, for up to 48 hours.
- Viruses are responsible for more than 50% of all foodborne illness outbreaks (symptoms include acute diarrhea, nausea and vomiting) in the United States.
- Some bacteria produce toxins (poisons) that cannot be destroyed by cooking or freezing.
- Millions of Americans suffer from a foodborne illness each year.
- **You** can prevent the spread of foodborne illness by following good hygienic practices and not working with food or clean dishware when you are ill or have been in close contact with someone who is ill.





# The Spread of Foodborne Illness!

**Notify your manager if you or anyone in your household has:**

- **Salmonella**
- **Norovirus**
- **Hepatitis A**
- **Shigella**
- **E. coli**
- **Nontyphoidal Salmonella**

**Notify your manager if you have experienced any of these symptoms within the last 48 hours:**

- **Vomiting**
- **Diarrhea**
- **Jaundice**
- **Sore throat with fever**

**Your Health Affects More Than Just **You**;  
Ill Food Workers Can Make **Customers** Sick!**

