**Standard Operating Procedures: Employee Training**

**PURPOSE:** To ensureall employees will be properly trained to keep food safe and sanitary.

**SCOPE:** This procedure applies to foodservice employees who prepare or serve food.

**INSTRUCTIONS:**

Foodservice employees must:

* Receive training on SOPs upon hire and annually thereafter

HACCP team members must:

* Receive Food Safety Manager training and obtain certification
* Receive training on SOPs upon hire and annually thereafter
* Review HACCP plan prior to becoming a HACCP team member and annually thereafter
* Participate in HACCP meetings and training as appropriate

**MONITORING:**

* All training will be recorded in the Employee Training Log

**CORRECTIVE ACTION:**

* Complete training courses at the earliest possible opportunity

**VERIFICATION AND RECORD KEEPING:**

PIC will verify that employees have completed training by monitoring foodservice employees and reviewing Employee Training Log as necessary. PIC will record all training on the Employee Training Log. The Employee Training Log is to be kept on file for a minimum of 6 months.

DATE IMPLEMENTED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE REVIEWED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE REVISED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_BY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_