



STANDARD OPERATING PROCEDURES

SUBJECT: STAFF TRAINING

Who, in your facility, is responsible for the training employees on all aspects of food handling, food safety, cleaning and sanitizing:

Type of training used: (Describe the type of training employees will go through to insure they are knowledgeable of procedures described in the following pages, i.e. modules, videos, one-on-one training, etc?)

How will problems be corrected? If the procedures described on the following pages are not followed, how will the problem be addressed and by whom?

What records will be kept and where: **NOTE: Form 1-B or Equivalent must be kept regarding employee illness history and their training in the Big Five.** Indicate what other records will be kept and where they will be stored?

Date Created: _____

By: _____

Last Revised: _____

By: _____