

EMPLOYEE TRAINING RECORD

TRAINING TOPICS	Date Completed	QFO Initials	Employee Initials
I. Proper Food Temperature Control			
a. Cooking			
b. Hot and Cold Holding			
c. Rapid Cooling and Reheating			
d. Food temperature gauge use, storage, sanitization, and calibration			
II. Food Protection			
a. Washing fruit and vegetables			
b. Protection from barehand contact			
c. Protection from cross contamination			
d. Covering food and protection from other sources of contamination			
III. Personal Health and Cleanliness			
a. Employee sick leave, restricting ill food workers from food service duties			
b. Reporting illness to health jurisdiction			
c. Good hygienic practices			
d. Handwashing requirements, facilities, and procedures			
IV. Sanitation of the Facility, Equipment, Supplies, and Utensils			
a. Sanitization requirements and procedures			
b. Cleaning schedule and procedures for food and non-food contact surfaces			
c. Proper use of the warewashing sink and dishwashing machine			
V. Identify and recognize the foods most commonly associated with food allergies.			

EMPLOYEE TRAINING PROGRAM SHEET

Pursuant to the State of Connecticut Public Health Code (*PHC*)

Section: 19-13-B42(s)(8)(A) and **19-13-B49(t)(7)(A)**; the qualified food operator of each food service and catering food service establishment is responsible for ensuring the training of each food preparation personnel. Training shall include but not necessarily be limited to:

1. Instruction in proper food temperature control;
2. Food protection;
3. Personal health and cleanliness;
4. Sanitation of the facility, equipment, supplies, and utensils
5. Food Allergies

The qualified food operator of each food service and catering food service establishment shall maintain written documentation of a training program, and training records of individual employees, and shall make these records available to the local health departments upon request. Training records shall be retained for the term of employment of all current food workers.

The qualified food operator is responsible for completing and maintaining the enclosed employee training sheet and training records forms*, or substitute forms with similar content approved by the local health department.

Employee Training Information

Name of establishment: _____

Address of establishment: _____

Employee Name: _____

Duties: _____

Date of Hire: _____