



School District: _____

Department: _____

Policy No: _____

Standard Operating Procedure

Food Safety and HACCP Training Program

Policy: All school foodservice will complete initial training in food safety and Hazard Analysis Critical Control Points (HACCP) programs. Training will be on-going to ensure that employees are aware of food safety and are following the department's HACCP program.

Procedure: The school foodservice director or unit supervisor will:

1. Include basic food safety training as part of new employee orientation.
2. Provide staff with at least bi-annual training on food safety and HACCP.
3. Require all managers to complete a food safety certification course.
4. Provide all employees with the opportunity to take a food safety certification course.
5. Use outside resources, such as Extension specialists, vendors, department of inspections and appeals personnel, or qualified trainers to provide food safety and HACCP training.
6. Observe staff to ensure that they demonstrate food safety knowledge each day in the workplace.
7. Document the content of all training sessions and attendance.
8. File documentation in HACCP records.

Policy last revised on: _____