



# 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

# 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):**  
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