

Employee Training Guidance



Chapter 64E-11.012(5), Florida Administrative Code

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 ensure the training of all employees under their supervision and control who engages in the storage, preparation, or serving of food; cleaning of equipment and utensils; food contact and non-food contact surfaces; and to do so in accordance with Florida law.

The annual trainings must be provided to employees by **March 31 of each year**. Employees hired after the annual training 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 Florida Department of Health. 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 training and record retention requirements must schedule 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 an approved manager certification test provider.

Training and testing of 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 in-person classes, computer modules, or videos.

Required Training Topics

▶ Basic Public Health Food Protection Practices

- Chapter 64E-11, Florida Administrative Code, and Section 381.0072, Florida Statutes

▶ Personal Duties

- Personnel must know the duties of their job

▶ Personal Hygiene

- Handwashing
- Clean clothing
- Jewelry and hair restraints

▶ Food Safety Practices

- Safe methods of thawing, cooking, cooling, handling, holding, and storing foods

▶ Cleaning and Sanitizing

- Proper techniques for cleaning equipment, utensils, and food contact and non-food contact surfaces

▶ "Big 6" Foodborne Illness Prevention

- Causes and effects of "Big 6" foodborne illnesses: Salmonella (typhoidal and non-typhoidal), Shingella, E. coli O157:H7, Hepatitis A, and Norovirus

▶ Proper Insect and Pest Control

