

# **FOOD HANDLERS**

## **SKILLS, KNOWLEDGE AND TRAINING CHECKLIST**

## **SKILLS & KNOWLEDGE INCLUDING STAFF TRAINING**

### **REFER to-**

Alzheimer's Association of Queensland Food Safety Program Supporting Programs

### **KEEP A RECORD**

Staff Instruction / Training records are to be kept by the Director of Care and stored in CONNX.

RNC Form 256 Food Handlers Skills, Knowledge and Training Checklist is to be completed by all kitchen staff upon commencement of employment and annually. All food handlers within the centre are required to comply with the centre Food Safety Program. All food safety supervisors and food handlers are required to have an adequate level of skills and knowledge of food safety for the work they are doing.

### **FOOD HANDLERS SKILLS AND KNOWLEDGE**

Food handlers are required to have skills and knowledge in food safety and food hygiene that is appropriate to the activities they are performing. The requirements for food handlers are the same as those designated for the food safety supervisor. However, food handlers are only required to acquire skills and knowledge needed to perform their activities. Food handlers have an obligation to help protect the people to whom we are serving food from potential food borne illness.

### **STAFF TRAINING**

Developing and maintaining staff training will enable staff to meet skills and knowledge requirements, enabling them to comply with the food safety program. Formal training is not necessarily required by all staff. Training will be defined as anything that increases the skills and knowledge of food handlers.

### **STRATEGIES TO ENSURE FOOD HANDLERS HAVE SKILLS AND KNOWLEDGE REQUIRED**

- New and existing kitchen staff will be provided of a copy of the Food Safety Program, with special attention directed to personal hygiene and health, cleaning and sanitising and serving of food.
- Food Safety Supervisor will be required to complete a recognised and accredited food safety course.
- In-house training will be provided to staff either by the Director of Care or Food Safety Supervisor as new reliable information is received, as a reminder to staff and as re-training.
- The Food Handling Activities outlined in the Food Safety Program will guide the centre with sound and safe operating procedures and will clarify any issues.
- The centre may employ the services of a professional consultant to offer further food safety information and training to staff.
- Formal training courses may be attended by staff.
- Recruiting staff with formal training/qualifications.
- The Food Safety Program will be reviewed as per Food Safety Program – Internal Audit monthly or sooner should the Director of Care feel necessary.

**STAFF INSTRUCTION / TRAINING RECORD**

NAME	DATE	DESCRIPTION / DETAILS OF INSTRUCTION OR TRAINING	CHECKED BY

**Examples for obtaining skills and knowledge**

- Any formal training by consultants
- In-house training by centre director or food safety supervisor
- Distribution of relevant literature
- Clarifying operating procedures
- Formal training courses

## FOOD HANDLER SKILLS AND KNOWLEDGE CHECKLIST

**STAFF NAME:** \_\_\_\_\_  
**DATE:** \_\_\_\_\_

To be completed upon commencement of employment and annually. Please initial each box once you have understood the section and your obligation.

	<b>OBLIGATION</b>	<b>SIGNATURE</b>
1	As a food handler, I must take all reasonable measures not to handle food or surfaces likely to come into contact with food in a way that is likely to compromise the safety and suitability of food.	
2	As a food handler, if I have a condition or symptom that indicates that I may be suffering from or if I know I am suffering from or I am a carrier of a food-borne disease, whilst at work I must: <ul style="list-style-type: none"> <li>• report this to the Director of Care</li> <li>• not engage in any handling of food where it is likely that I might contaminate food</li> <li>• take all practicable measures to prevent food from being contaminated as a result of the disease or condition if the centre director allows me to do other work.</li> </ul>	
3	As a food handler, I must wash my hands in the manner described below when engaging in food handling that involves unprotected food or surfaces <ul style="list-style-type: none"> <li>• with warm water, and</li> <li>• using soap</li> </ul>	
4	As a food handler, I must notify the Director of Care if I know or suspect that I may have contaminated any food that I have handled.	
5	As a food handler, when engaging in any food handling operation, I must; <ul style="list-style-type: none"> <li>• take all practicable measures to ensure my body, anything from my body and anything I am wearing does not contaminate food or surfaces likely to come into contact with food</li> <li>• take all precautions measures to prevent unnecessary contact with ready to eat food</li> <li>• ensure my outer clothing is clean and appropriate for the food handling tasks I am involved with</li> <li>• cover any exposed bandages and dressings with highly visible waterproof covering</li> <li>• not eat over unprotected food or surfaces likely to come into contact with food</li> <li>• not sneeze, blow or cough over unprotected food or surfaces likely to come into contact with food</li> <li>• not spit or smoke in food preparation areas</li> <li>• always use designated toilet and hand wash facilities</li> </ul>	
6	As a food handler, I must wash my hands; <ul style="list-style-type: none"> <li>• whenever they are likely to be a source of contamination to food</li> <li>• immediately before working with ready to eat food or after handling raw food</li> <li>• immediately after using the toilet</li> <li>• before commencing or re-commencing handling food</li> <li>• after smoking, coughing, sneezing, using a handkerchief or tissue, eating, drinking</li> <li>• after touching my hair, scalp, or a body opening</li> </ul>	