

Employee Food Safety Training Guidance Document (2017 FDA Food Code)

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The Conference for Food Protection Employee Food Safety Training Committee was re-created and assigned **Issue #2018-II-01** from previous Issue 2016 II-001 that continued work initiated during the 2014 – 2016 biennium from the original Issue 2014-II-011.

The specific charges for the 2021-2023 biennium were to:

1. Review the CFP “**Employee Food Safety Training Guidance Document**” for possible updates; and
2. Report recommendations at the 2023 Biennial Meeting

Each topic category has been placed in its own section, grouped by contributing factor and foundational knowledge, based on the learning objectives. Objectives have been defined, as a roadmap for instructional designers and regulators; each objective has been assigned a KSA type (knowledge, skill, or ability).

KSA definitions:

- **Knowledge:** Understanding each of the Objectives and Measures in the Employee Food Safety Training program.
- **Skills:** Through training and experience, being able to apply each of the Objectives and Measures in the Employee Food Safety Training program.
- **Abilities:** Being able to apply effectively and efficiently each of the Objectives and Measures in the Employee Food Safety Training program in real-world applications.

One of the essential elements needed for protecting public health is **food employee training**. The Employee Food Safety Committee **updated** food employee knowledge, skills, and abilities (KSA). In addition, the references to the 2017 FDA Model Food Code have been noted and specific measures provided in the following seven areas:

1. Foundations of Food Safety
2. Employee Health Outcomes
3. Personal Hygiene and Handwashing
4. Preventing Cross-Contamination
5. Allergen Control
6. Time and Temperature Control for Safety (TCS)
7. Cleaning and Sanitizing

This bench marking of food employee training assists in identifying KSAs; as well as any gaps that may exist. Once these gaps are identified then mitigation strategies can be performed ultimately strengthen the global food supply and protecting public health.

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Section 1: Foundations of Food Safety

Section 1: Foundations of Food Safety	KSA Type	Food Safety Employee Training Objective	2017 FDA Food Code Reference	Example Measures <i>Possible ways to measure attainment of an objective</i>
1.1	K	Identify food hazards (including biological, chemical, and physical).	1-201.10 Definition: <ul style="list-style-type: none"> • Hazard 	Lists known food hazards as it relates to employee duties: <ul style="list-style-type: none"> • Identifies foodborne illness as a disease transmitted to people through food.
	S	Applies methods to prevent the contamination of food from biological, chemical, and physical hazards.		<ul style="list-style-type: none"> • Implements appropriate corrective actions to reduce the risks of food hazards.
1.2	K	Identify employee role in controlling food hazards and the impact of their behavior.	Preface ii	<ul style="list-style-type: none"> • Describes the relationship between employee health and hand hygiene, time and temperature control, prevention of cross contamination, cleaning, sanitizing, allergen control and the prevention of cross-contact, and food safety.
1.3	K	Understands that some foods will not require a pathogen kill step prior to consumption.	1-201.10 Definition: <ul style="list-style-type: none"> • Ready-to-Eat 	<ul style="list-style-type: none"> • Explains ready-to-eat food as it relates to employee duties.

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Section 2: Employee Health Outcomes

Section 2: Employee Health Outcomes	KSA Type	Food Safety Employee Training Objective	2017 FDA Food Code Reference	Example Measures <i>Possible ways to measure attainment of an objective</i>
2.0	K	Identify the relationship between working when sick and foodborne illness and the importance of notifying management of reportable illness symptoms, diagnoses, or illness exposure.	Annex 3 2-201.11(E)	<ul style="list-style-type: none"> • Recognizes that failing to notify management of reportable illness symptoms, diagnoses, and illness exposure may result in the transmission of a disease through food being prepared. • Explains role in reporting process (as required by FDA Food Code).
2.1	K	Identify illness symptoms, diagnoses (i.e., Big Six), and illness exposure, which are easily transmissible through food, that must be reported to management.	2-201.11	<ul style="list-style-type: none"> • Lists the illness symptoms, diagnoses, and exposures that must be reported to management.
2.2	S	Report required illness symptoms, diagnoses, and illness exposure to management.	2-201.11(F)	<ul style="list-style-type: none"> • Informs management when experiencing illness symptoms, diagnoses, or illness exposures that are reportable.
2.3	A	Food employees are aware that they are required to report required illnesses and symptoms to PIC.	2-103.11(O)	

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Section 3: Personal Hygiene and Handwashing

Section 3: Personal Hygiene and Handwashing	KSA Type	Food Safety Employee Training Objective	2017 FDA Food Code Reference	Example Measures <i>Possible ways to measure attainment of an objective</i>
3.1	K	Identify the role of clean outer clothing in preventing contamination of food, equipment, utensils, linens, and single-service and single-use articles.	2-304.11	<ul style="list-style-type: none"> • Wears clean outer clothing.
3.2	K, S	Identify when, where, and how to wash hands according to the FDA Food Code.	2-103.11(D) 2-301.12 2-301.14 2-301.15	<ul style="list-style-type: none"> • Washes hands according to the FDA Food Code.
3.3	S	Apply FDA Food Code standards for fingernails and jewelry.	2-302.11 2-303.11	<ul style="list-style-type: none"> • Applies FDA Food Code standards for fingernails and jewelry.
3.4	K	Recognize where eating, drinking, and tobacco use is allowed.	2-401.11	<ul style="list-style-type: none"> • Eats, drinks, and smokes only in designated areas.
3.5	K	Identify when to use hair restraints to avoid food contamination and which restraints are appropriate according to the FDA Food Code.	2-402.11	<ul style="list-style-type: none"> • Wears appropriate hair restraints when necessary.

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3.6	K	Describe how to correctly cover a bandage, finger cot, or finger stall located on the wrists, hands, or fingers.	2-401.13 3-304.15	<ul style="list-style-type: none"> • Covers bandages, finger cots, or finger stalls according to the FDA Food Code. • Uses and replaces single-use gloves according to the FDA Food Code.
3.7	K	Describe how to correctly cover infected wound on the hands or forearms.	2-201.13(I) 2-401.13	<ul style="list-style-type: none"> • Covers infected wounds according to the FDA Food Code.
3.8	K	Understands food workers may not care for or handle animals.	2-403.11	<ul style="list-style-type: none"> • Food employees do not handle or care for animals unless allowed by the Food Code.

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Section 4: Preventing Cross-Contamination

Section 4: Preventing Cross- Contamination	KSA Type	Food Safety Employee Training Objective	2017 FDA Food Code Reference	Example Measures <i>Possible ways to measure attainment of an objective</i>
4.1	A	Prevent contamination of all food, including ice, during preparation, storage, and display. Prevent contamination of in-use utensils.	3-304.12 3-307.11	<ul style="list-style-type: none"> • Prepares, stores, and displays all food in a manner that prevents contamination. • Store in-use utensils in a manner that prevents contamination.
4.2	A	Identify potential for food contamination associated with consumer self-service areas.	3-306.13(B) 3-306.13(C) 3-304.17	<ul style="list-style-type: none"> • Monitors and notifies a person in charge when a self-service area has potentially become contaminated.
4.3	A	Determine when to replace equipment and utensils with clean and sanitized equipment and utensils.	4-601.11	<ul style="list-style-type: none"> • Replaces equipment and utensils with clean and sanitized utensils.
4.4	K	Identify how to correctly store cleaned and sanitized utensils and equipment.	3-304.12	<ul style="list-style-type: none"> • Stores cleaned and sanitized utensils in a manner that prevents contamination.
4.5	S	Prevent contamination of fruits and vegetables by avoiding bare hand contact after washing raw, uncut fruits and vegetables.	3-302.15	<ul style="list-style-type: none"> • Washes raw, uncut fruits and vegetables prior to preparation or service and avoids bare hand contact once washed.
4.6	S	Describe proper storage of food, food containers, single service, and single use articles to prevent contamination.	3-305.11 3-305.12 4-401.11	<ul style="list-style-type: none"> • Properly stores food, food containers, single service, and single use articles to prevent contamination.

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Section 5: Allergen Control

Section 5: Allergen Control	KSA Type	Food Safety Employee Training Objective	2017 FDA Food Code Reference	Example Measures <i>Possible ways to measure attainment of an objective</i>
5.1	K	Identify the major food allergens as defined by the FDA Food Code 2017, which includes milk, egg, fish, crustacean shellfish, tree nuts, wheat, peanuts, soybeans, and sesame (upon inclusion in the Food Code).	1-201.10 Definition: <ul style="list-style-type: none"> • Major Food Allergen 	<ul style="list-style-type: none"> • Lists the major food allergens as defined by the FDA Food Code.
5.2	K	Describe how food employees should communicate with customers to prevent allergic reactions.	2-103-11(N)	<ul style="list-style-type: none"> • Receives food allergen awareness training from person in charge, effectively executes on the training to prevent customer exposure to food allergens.
5.3	K	Identify methods for preventing cross-contact when preparing food.	2-103-11(N)	<ul style="list-style-type: none"> • Receives food allergen awareness training from person in charge, effectively executes on the training to prevent customer exposure to food allergens.
5.4	K	Recognize the signs of an allergic reaction and respond accordingly.	2-103-11(N)	<ul style="list-style-type: none"> • Receives food allergen awareness training from person in charge, and effectively executes on the training by properly describing how to respond to an allergen emergency.
5.5	K	Identify major food allergens on labels; is knowledgeable of proper allergen labeling.	3-602.11 (B)(5)	<ul style="list-style-type: none"> • Receives food allergen awareness training from person in charge, and effectively executes on the training by adhering to proper food allergen labeling.

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Section 6: Time and Temperature Control for Safety (TCS)

Section 6 Time and Temperature Control for Safety	KSA Type	Objective	2017 FDA Food Code Reference	Example Measures <i>Possible ways to measure attainment of an objective</i>
6.1	K	Identify foods requiring time and temperature control to reduce the risk of foodborne illness.	<p>1-201.10 Definition</p> <ul style="list-style-type: none"> Time / Temperature Control for Safety Food 	<ul style="list-style-type: none"> Applies time/temperature controls to TCS foods such as but not limited to the following items: raw or heat-treated animal FOOD, plant FOOD that has been heat treated, raw seed sprouts, cut melons, cut leafy greens, cut tomatoes or mixtures of cut tomatoes that are not modified, or garlic in oil mixtures that are not modified.
6.2	K	Identify the requirements for noncontinuous cooking of TCS foods.	3-401.14	<ul style="list-style-type: none"> Partially cooks TCS foods according to requirements.
6.3	A	<p>Identify how to monitor TCS food temperatures using appropriate temperature measuring devices.</p> <p>Recognize that the temperature of TCS foods must be routinely monitored during cooking, holding, and cooling using a thermometer that meets requirements.</p>	<p>1-201.10 Definition</p> <ul style="list-style-type: none"> Temperature measuring device <p>2-103.11(G) 2-103.11(H) 2-103.11(I)</p> <p>Annex 5: The correct temperature measuring device and technique are essential in accurately determining the temperatures of TCS foods. The geometric center or thickest part of a product are the points of measurement of</p>	<ul style="list-style-type: none"> Use temperature measuring devices to monitor temperatures of TCS food. Routinely monitors temperatures when cooking, holding, and cooling TCS food.

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			product temperature particularly when measuring critical limits for cooking.	
6.4	K	Identify the appropriate cooking times and temperatures for TCS foods to reduce the risk of foodborne illness.	3-401 (Raw animal FOOD) 3-401.13 (Plant FOOD for hot holding)	<ul style="list-style-type: none"> • Cooks TCS food to required minimum internal cooking times/ temperatures.
6.5	S, A	Identify the time/temperature requirements for cooling TCS food. Identify proper methods for cooling TCS food.	3-501.14 3-501.15	<ul style="list-style-type: none"> • Cools TCS food according to time/temperature requirements. • Cools TCS food using a proper cooling method.
6.6	A	Apply corrective action to food that has fallen outside time/temperature control.	3-501.18(A)(1)	<ul style="list-style-type: none"> • Applies proper corrective action to food that has fallen outside time / temperature control.
6.7	K	Identify methods for safely thawing food according to the FDA Food Code.	3-501.13	<ul style="list-style-type: none"> • Thaws food safely following an approved method.
6.8	K	Identify time/temperature requirements for reheating TCS food for hot holding.	3-403.11	<ul style="list-style-type: none"> • Reheats TCS food for hot holding following time and temperature requirements.
6.9	K	Identify the time or temperature requirements for holding AND STORING hot and cold TCS food.	3-501.16 3-501.19	<ul style="list-style-type: none"> • Holds and stores hot and cold TCS food according to time/temperature requirements.
6.10	K	Identify the requirements for date marking TCS food.	3-501.17	<ul style="list-style-type: none"> • Date marks TCS food according to requirements.

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Section 7: Cleaning and Sanitizing

Section 7: Cleaning and Sanitizing	KSA Type	Food Safety Employee Training Objective	2017 FDA Food Code Reference	Example Measures <i>Possible ways to measure attainment of an objective</i>
7.1	K	Identify the difference between cleaning and sanitizing.	<p style="text-align: center;">1-201.10</p> <p>Definitions:</p> <ul style="list-style-type: none"> • Easily Cleanable • Sanitization 	<p>Lists cleaning and sanitizing responsibilities as relates to employee duties:</p> <ul style="list-style-type: none"> • Identifies equipment and facility cleaning activities • Identifies equipment and facility sanitizing activities.
	S	Applies appropriate cleaning and sanitizing methods to reduce the risks to food hazards.	<p style="text-align: center;">6-501.12</p> <p style="text-align: center;">6-501.13</p> <p style="text-align: center;">6-501.15</p> <p style="text-align: center;">6-501.16</p> <p style="text-align: center;">6-501.19</p>	<ul style="list-style-type: none"> • Demonstrates proper cleaning and sanitizing procedures to reduce the risks to food hazards.
7.2	K	Identify the need to follow the specific procedures when using chemicals according to the manufacturer's guidelines and properly storing chemicals in a food establishment.	<p style="text-align: center;">7-101.11</p> <p style="text-align: center;">7-102.11</p> <p style="text-align: center;">7-202.11</p> <p style="text-align: center;">7-202.12</p> <p style="text-align: center;">7-203.11</p> <p style="text-align: center;">7-204.11</p>	<ul style="list-style-type: none"> • Follows manufacturer's guideline when using chemicals and properly storing chemicals according to the FDA Food Code.
	S	Applies appropriate procedures when using and storing chemicals in a food establishment.		<ul style="list-style-type: none"> • Demonstrates proper cleaning and sanitizing procedures to reduce the risks to food hazards.

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7.3	K	Identify food-contact surfaces.	<p>1-201.10 Definition:</p> <ul style="list-style-type: none"> • Food-contact surface 	<ul style="list-style-type: none"> • Lists food employee responsibilities and duties as it relates to food contact surfaces.
	S	Applies appropriate procedures on when and how to clean and sanitize food contact surfaces.	<p>2-103.11(K) 4-601.11 4-602.11 4-602.12 4-602.13 4-603.11 4-701,10 4-702.11 4-703.11</p>	<ul style="list-style-type: none"> • Demonstrates proper cleaning and sanitizing procedures to prevent, eliminate, and reduce hazards to a safe level when cleaning and sanitizing food contact surfaces.
7.4	K	Identify the need to follow the specific procedures when cleaning and sanitizing utensils and equipment.	<p>1-201.10 Definitions:</p> <ul style="list-style-type: none"> • Utensil • Equipment • CIP cleaned in place • Counter-mounted equipment • Easily moveable <p>4-601.11 4-602.11 4-602.12 4-602.13 4-603.11</p>	<ul style="list-style-type: none"> • Follows specific procedures when cleaning and sanitizing utensils and equipment according to the FDA Food Code.

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	S	Applies appropriate procedures when cleaning and sanitizing utensils and equipment.	2-103.11(K) 3-304.11	<ul style="list-style-type: none"> • Demonstrates proper cleaning and sanitizing procedures to reduce the risks to food hazards when cleaning and sanitizing utensils and equipment.
7.5	K	Identify the need to follow the specific procedures when using mechanical warewashing.	1-201.10 Definition: <ul style="list-style-type: none"> • Warewashing 4-603.12 4-603.13 4-603.14 	<ul style="list-style-type: none"> • Follows specific procedures when using mechanical warewashing according to the FDA Food Code.
	S	Applies appropriate procedures when performing mechanical warewashing.		<ul style="list-style-type: none"> • Demonstrates proper cleaning and sanitizing procedures to prevent, eliminate, and reduce hazards to a safe level when performing mechanical warewashing.
7.6	K	Identify the need to follow the specific procedures when using manual warewashing.	1-201.10 Definition: <ul style="list-style-type: none"> • Warewashing 4-301.12 4-302.14 4-603.14 4-603.15 4-603.16 	<ul style="list-style-type: none"> • Follows specific procedures when using manual warewashing according to the FDA Food Code.
	S	Applies appropriate procedures when performing manual warewashing.		<ul style="list-style-type: none"> • Demonstrates proper cleaning and sanitizing procedures to prevent, eliminate, and reduce hazards to a safe level when performing manual warewashing.

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7.7	K	Identify the need to follow the specific procedures when using and storing wiping cloths.	3-304.14	<ul style="list-style-type: none"> Follows specific procedures when using and storing wiping cloths according to the FDA Food Code.
	S	Applies appropriate procedures when using and storing wiping cloths.		<ul style="list-style-type: none"> Demonstrates proper cleaning and sanitizing procedures to reduce the risks to food hazards when using and storing wiping cloths.
7.8	K	Identify the need to follow specific procedures when responding to vomiting and diarrheal events in the food establishment.	2-501.11	<ul style="list-style-type: none"> Follows specific procedures when responding to vomiting and diarrheal events in the food establishment according to the FDA Food Code.
	S	Applies appropriate procedures when responding to vomiting and diarrheal events in the food establishment.		<ul style="list-style-type: none"> Recognizes that failing to follow appropriate procedures when responding to vomiting and diarrheal events in the food establishment may result in the transmission of a disease.