



# Food Defense

## Employee Orientation



Establishment Name: \_\_\_\_\_ Employee ID#: \_\_\_\_\_

Food Employee Name: \_\_\_\_\_

Employee Awareness Checklist: The purpose of this checklist is to provide a guideline to help raise employee awareness pertaining to Food Defense. This can be used during employee orientation or during routine employee training to help document Food Defense discussions.	Employee Initials		
Be a responsible employee. Communicate any potential food defense issues to your manager.			
Be aware of your surroundings and pay close attention to customers and employees who are acting suspiciously or are not where they belong			
Limit the number of personal items you bring into your work establishment and keep items secure in a designated area			
Be aware of who is working at a given time and where (in what area) they are supposed to be working.			
Periodically monitor the food display and food service areas (like salad bar, food displays, and other self-service foods.)			
Make sure chemicals are labeled and in their designated storage or sales area. Notify manager if large amounts of chemicals are missing.			
Know your company guidelines and follow them. If you have questions or believe company guidelines are not being followed, request assistance from your manager.			
<b>Take all threats seriously</b> , report any verbal or social media threats made by other employees or customers to your manager.			
If the back door is supposed to be locked and secure, <b>make sure it is!</b>			
If something doesn't look normal, <b>stop</b> using the product and <b>notify</b> your manager <b>immediately</b> . For example, if a food product or chemical you use looks different than it usually does			
If an ex-employee or non-employee enters an " <b>employees only</b> " area, let them know they have entered an "employee only" area, ask if they need help, escort them out of the employee area. Notify the person in charge or a manager.			
Cooperate in all investigations and notify management or corporate office. This could mean answering questions from the police or other government officials			
<b>Do not</b> talk to the media; refer all questions to your manager, person in charge, or corporate office.			
If you are aware of a hoax, prank, or social media challenge, notify your manager <b>immediately</b> .			
<b>CUSTOMER AWARENESS SOP:</b>			
Be aware of any unattended bags or briefcases customers bring into your operation, notify your manager <b>immediately</b> .			
If a customer walks into an " <b>employee only</b> " area of your operation, ask the customer politely if he or she needs help, then notify a member of management.			
<b>VENDOR AWARENESS SOP:</b>			
Check the identification of any vendor or service person that enters restricted areas of your operation and do not leave him or her unattended. Make sure management is aware of any after-hour vendor services or deliveries.			
Monitor all products received and look for any signs of tampering.			
When a vendor is making a delivery, never accept more items than what is listed on your invoice. If the vendor attempts to give you more items than listed, <b>notify your manager</b> .			
When receiving deliveries: <b>Step 1.</b> Always ask for identification. <b>Step 2.</b> Stay with the delivery person. <b>Step 3.</b> Do not allow the person to roam freely throughout your operation. <b>Step 4.</b> Delivery vehicle must always be attended or locked when the driver is away delivering products.			
<b>FACILITY AWARENESS SOP:</b>			
Report all equipment, maintenance, and security issues to your manager.			
Document any equipment, maintenance, and security issues.			
Be aware of the inside and outside of your facility, including the dumpster area, and report anything out of the ordinary.			
<b>ESTABLISHMENT SPECIFIC FOOD DEFENSE (OPTIONAL):</b>			
EMPLOYEE SIGNATURE	DATE	OWNER/MANAGER SIGNATURE	DATE

## **NEW EMPLOYEE ORIENTATION**

1. It is the recommendation that food establishment employees complete this Food Defense Employee Orientation form within 30 days of hire. This includes anyone that serves or sells food, including volunteers, owners, and managers, regardless of whether they have been trained in food safety.
2. The Food Defense Employee Orientation should be completed in its entirety.
3. The food establishment employee should complete the top section which includes Establishment Name, Name of Employee, and the Employee ID Number (if applicable).
4. Food establishment employee should read and initial all the statements listed under each topic.
5. Please make sure that both the owner/manager and food employee sign and date the form.
6. Completed Food Defense Orientation forms should be maintained as part of the food establishment's operating records and kept for two years. You are encouraged to keep the original completed forms for the duration of the employee's employment.
7. This form should be completed only one time by each food establishment employee. If you wish to review this information again in the future with an employee who previously completed the form, follow these steps. Review the information and have the employee sign and date the back of the form.