

## STANDARD OPERATING PROCEDURES

FACILITY: \_\_\_\_\_

Who is responsible for the training on employees on all aspects of food handling, food safety, cleaning and sanitizing:

\_\_\_\_\_

(Describe the type of training employees will go through to insure they are knowledgeable of procedures described in the following pages, i.e. modules, videos, one on one training?)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How will problems be corrected? If the procedures described on the following pages are not followed, how will the problem be addressed and by whom?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What records will be kept and where (NOTE: forms must be kept regarding employee illness history and their training in the Big Five, besides these forms, indicate what other records will be kept and where they will be stored?)

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\_\_\_\_\_

\_\_\_\_\_

Date Created: \_\_\_\_\_

By: \_\_\_\_\_

Last Revised: \_\_\_\_\_

By: \_\_\_\_\_