

SOP: Routine Food Safety Training and Competency Assessments for Employees

This SOP details the process for **routine food safety training and competency assessments** for employees, ensuring all staff are knowledgeable about food safety principles, hygiene practices, and regulatory compliance. It includes training schedules, assessment methods, record-keeping, and continuous improvement measures to maintain high standards of food safety and protect public health.

1. Purpose

To establish a standardized procedure for providing food safety training and periodic competency assessments to all employees handling food.

2. Scope

This SOP applies to all employees involved in the handling, preparation, or serving of food and beverage items.

3. Responsibilities

- **Manager/Supervisor:** Schedule training, conduct/arrange assessments, maintain records.
- **Employees:** Attend training sessions and participate in assessments.
- **Trainers:** Deliver training modules and materials.

4. Procedures

4.1 Training Schedule

- New employees: Complete initial food safety training before handling food.
- Existing employees: Attend refresher training every 6 months, or as required by regulatory bodies.
- Additional training: Conduct for policy updates, new equipment, or following an incident.

4.2 Training Content

- Personal hygiene (hand washing, glove use, illness reporting)
- Proper food handling and storage
- Prevention of cross-contamination
- Temperature control (cooking, cooling, holding)
- Sanitization procedures
- Allergen management
- Emergency procedures

4.3 Competency Assessments

- Written quizzes or verbal questioning
- Observation of practical skills during job tasks
- Review of hygiene and food safety practices

4.4 Record-Keeping

- Maintain detailed records of all trainings and assessments, including date, topics, and attendees.
- Store records securely for a minimum of 2 years or as per regulatory requirements.

4.5 Continuous Improvement

- Regularly evaluate training effectiveness via feedback and food safety audits.
- Update training materials as regulations or procedures change.
- Address deficiencies with additional training or coaching.

5. Documentation

Document	Description	Retention Period
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Training Attendance Log	List of employees who attended each session	2 years
Assessment Results	Scores or competency notes for each employee	2 years
Training Materials	Copies of all handouts, presentations, etc.	Update as needed

6. Revision/Review

- Review this SOP annually or following major regulatory or procedural changes.

7. References

- Local and national food safety regulations/guidelines
- Company Food Safety Policy

8. Appendices

- Example Training Log Form
- Sample Assessment Questionnaire