

		1-Aug	1-Aug	2-Sep	2-Sep	3-Oct	3-Oct	4-Nov	4-Nov	5-Dec	5-Dec
District -		Properly	Proper	Food Contact	Customer	Food	Receiving &	Thermometer	Service	Oven	Dining
Site -		Receiving	Personal	Surface Clng	Safety	Allergens	Customer	Use &	Temperatures	Cleaning	Table
Manager -		Deliveries	Hygiene	& Sanitizing	& TLC		Satisfaction	Calibration			Cleaning
	USDA CODE	2520	2620	2620	4130	1160	2520	2610	2610	2140	2620
Lesson Time should be an average of 15 mins each	Date -										
	Time In -										
	Time Out -										
Staff Attendee List	Position										
(Type or Print Name)	PT/FT/MGR										
(Signature Underneath)											
1											
	Initials										
2											
	Initials										
3											
	Initials										
4											
	Initials										
5											
	Initials										
6											
	Initials										
7											
	Initials										
8											
	Initials										
9											
	Initials										
10											
	Initials										
11											
	Initials										
12											
	Initials										
Instructions -											
List each staff member's name LEGIBLY (type or print) and the have them sign below their name.											
When completing lessons put the Date - Time In & Time Out - These are very important for USDA compliance.											
Upon completion of each lesson have staff initial below the check mark for attendance verification.											

		6-Jan	6-Jan	7-Feb	7-Feb	8-Mar	8-Mar	9-Apr	9-Apr	10-May	10-May
District -		Proper	Protect	Don't Cut	Safe	Food	Cross	Bodily	Ice	Burn	Closing
Site -		Handwashing	Your	Yourself	Food	Handler	Contamination	Fluid	Machine	Prevention	Kitchen &
Manager -			Back	Knife Safety	Handling	Glove Use	Prevention	Clean-up	Usage		Break Prep
USDA CODE	2620	3450	3450	2610	2620	2620	3450	2620	3450	2640	
Lesson Time should be an average of 15 mins each	Date -										
	Time In -										
	Time Out -										
Staff Attendee List	Position										
(Type or Print Name)	PT/FT/MGR										
(Signature Underneath)											
1											
	Initials										
2											
	Initials										
3											
	Initials										
4											
	Initials										
5											
	Initials										
6											
	Initials										
7											
	Initials										
8											
	Initials										
9											
	Initials										
10											
	Initials										
11											
	Initials										
12											
	Initials										
Instructions -											
List each staff member's name LEGIBLY (type or print) and the have them sign below their name.											
When completing lessons put the Date - Time In & Time Out - These are very important for USDA compliance.											
Upon completion of each lesson have staff initial below the check mark for attendance verification.											