

		1-Aug	1-Aug	2-Sep	2-Sep	3-Oct	3-Oct	4-Nov	4-Nov	5-Dec	5-Dec
District -		Proper	Wiping Cloth	Food Contact	Holding	Food	Food	Thermometer	Washing	Closing	Cross
Site -		Personal	Bucket	Surface Cln	Foods	Allergens	Portioning	Use &	Fruits &	Kitchen &	Contamination
Manager -		Hygiene	Mixing & Use	& Sanitizing			How & Why	Calibration	Vegetables	Break Prep	Prevention
	USDA CODE	2620	2620	2620	2520	1160	2210	2610	2620	2640	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)											
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	Initials										
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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 -		Fire	Food	Quality	Food	Food	Food	Service	Food Safety	Kitchen	Oven
Site -		Extinguisher	Production	Standards	Production	Handler	Production	Temperatures	Record	Hazards	Cleaning
Manager -		Use & Safety	Records - Why?	Check Up	Records - What?	Glove Use	Records - Who?		Keeping	Spot Trouble	
	USDA CODE	3450	2120	2640	2120	2620	2120	2610	2610	3450	2140
Lesson Time should be an average of 15 mins each	Date -										
	Time In -										
	Time Out -										
Staff Attendee List (Type or Print Name)	Position PT/FT/MGR										
(Signature Underneath)											
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