

August 2019 HACCP Plan Training Log

School: _____

Food Safety Plan Overview Updated – July 2019

Train Team Members on the following SOP's:

1. New Team Member Orientation page 13
2. Handwashing page 17
3. Team Member Health and Personal Hygiene page 14
4. Team Members Eating and Drinking in the Workplace page 18
5. Breaks and Meals page 19
6. Illness Policy page 113



Every day we come in contact with millions of germs and viruses. Practice good personal hygiene daily and always remember to wash your hands.

Manager: After training Team Members on the SOP's above, have everyone (Including Subs) sign the Training Log and send it to Central Office in your mailbag or email it to sharon.meady@knoxschools.org. The August training Log must be received in Central Office before Friday August 16.

Team Members Signatures

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Manager that trained Team Members _____ Date _____

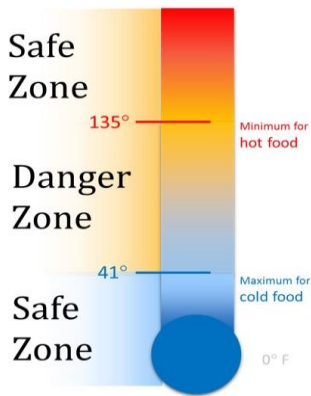
September 2019 HACCP Plan Training Log

School: _____

Food Safety Plan Overview Updated – July 2019

Train Team Members on the following SOP's:

1. Cooking Potentially Hazardous Foods page 32
2. Reheating Potentially Hazardous Foods page 47
3. Using Thermometers page 55
4. Calibrating Thermometers page 56
5. Serving Temperatures page 31
6. Holding Hot and Cold Potentially Hazardous Foods page 38



Careful preparation is the key to serving safe food. Food must always be cooked to proper temperatures to kill any bacteria that might be present.

Manager: After training Team Members on the SOP's above, have everyone (Including Subs) sign the Training Log and send it to Central Office in your mailbag or email it to sharon.meady@knoxschools.org. The September training Log must be received in Central Office before Friday September 20.

Team Members Signatures

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Manager that trained Team Members _____ Date _____

October 2019
HACCP Plan Training Log

School: _____

Food Safety Plan Overview Updated – July 2019

Train Team Members on the following SOP's:

1. Cooking Hot Foods page 71
2. Holding Hot and Cold Foods page 73
3. Serving Food page 75
4. Breakfast In The Classroom page 123
5. FFV, After School Snack, Evening Feeding page 126



During the time between cooking and serving, foods should be stored in equipment that keeps them above 135 or below 41. Never use steam tables, heat lamps or other holding equipment to reheat food!

Manager: After training Team Members on the SOP's above, have everyone (Including Subs) sign the Training Log and send it to Central Office in your mailbag or email it to sharon.meady@knoxschools.org. The October training Log must be received in Central Office before Friday October 18.

Team Members Signatures

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Manager that trained Team Members _____ Date _____

November 2019 HACCP Plan Training Log

School: _____

Food Safety Plan Overview Updated – July 2019

Train Team Members on the following SOP's:

1. Date Marking page 34
2. Receiving Deliveries page 44
3. Storage – Dry, Refrigerated, Freezer and Chemical Items page 51
4. Serving Food Page 49
5. Examples of the 3 Processes (No Cook, Same Day, and Complex) page 62



Packages should always be inspected during food service deliveries. Any package that is open or has holes should be rejected. For canned products, reject anything with bulging ends, broken seals, missing labels or dirty packaging.

Manager: After training Team Members on the SOP's above, have everyone (Including Subs) sign the Training Log and send it to Central Office in your mailbag or email it to sharon.meady@knoxschools.org. The November training Log must be received in Central Office before Friday November 15.

Team Members Signatures

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Manager that trained Team Members _____ Date _____

December 2019
HACCP Plan Training Log

School: _____

Food Safety Plan Overview Updated – July 2019

Train Team Members on the following SOP's:

1. Washing Fruits and Vegetables page 60
2. Thawing Foods page 68
3. Tasting Method page 20
4. Cleaning and Sanitizing Food Contact Surfaces page 28



All produce must be thoroughly washed in clean running water before serving. This reduces possible contamination by bacteria or chemical residue from pesticides.

Manager: After training Team Members on the SOP's above, have everyone (Including Subs) sign the Training Log and send it to Central Office in your mailbag or email it to sharon.meady@knoxschools.org. The December training Log must be received in Central Office before Friday December 13.

Team Members Signatures

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Manager that trained Team Members _____ Date _____

January 2020 HACCP Plan Training Log

School: _____

Food Safety Plan Overview Updated – July 2019

Train Team Members on the following SOP's:

1. Preventing Contamination on Self Serving Lines page 40
2. Preventing Cross Contamination during Storage and Preparation page 42
3. Responding to a Physical Hazard found in Food page 25
4. Responding to a Foodborne Illness Complaint page 24
5. Food Safety in Emergency Situations page 23



The responsibility of providing safe food is shared by many people. Knowledge of how food becomes contaminated and how to prevent foodborne illness is vital to the success of the operation.

Manager: After training Team Members on the SOP's above, have everyone (Including Subs) sign the Training Log and send it to Central Office in your mailbag or email it to sharon.meady@knoxschools.org. The January training Log must be received in Central Office before Friday January 17.

Team Members Signatures

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Manager that trained Team Members _____ Date _____

February 2020 HACCP Plan Training Log

School: _____

Food Safety Plan Overview Updated – July 2019

Train Team Members on the following SOP's:

1. Cooling Food page 77
2. Preparing Cold Foods page 69
3. Using Suitable Utensils when serving and handling "Ready to Eat" foods page 57
4. Glove and Utensil Use page 21
5. Using TCS (Time, Temperature Control for Food Safety) page 58



Cool food quickly by dividing it into smaller portions and using a 2-inch stainless steel pan. Ice baths are excellent for cooling foods quickly. Remember to leave food uncovered while it cools to allow heat to escape, cover it when it has finished cooling, and refrigerate promptly.

Manager: After training Team Members on the SOP's above, have everyone (Including Subs) sign the Training Log and send it to Central Office in your mailbag or email it to sharon.meady@knoxschools.org. The February training Log must be received in Central Office before February 14.

Team Members Signatures

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Manager that trained Team Members _____ Date _____

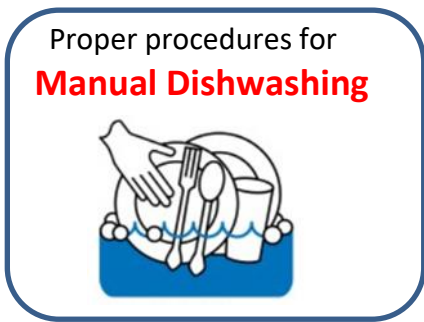
March 2020
HACCP Plan Training Log

School: _____

Food Safety Plan Overview Updated – July 2019

Train Team Members on the following SOP's:

1. Dishmachine Chemical Sanitizing page 80
2. Dishmachine High Temperature Sanitizing page 81
3. Manual Dishwashing – 3 Compartment Sink page 82
4. Manual Dishwashing – 2 Compartment Sink page 83



Scrape, Wash, Rinse, Sanitize, Air Dry.

Always wash hands before handling clean and sanitized dishes, equipment, and utensils. Never load dirty dishes and then handle clean dishes without washing hands.

Manager: After training Team Members on the SOP's above, have everyone (Including Subs) sign the Training Log and send it to Central Office in your mailbag or email it to sharon.meady@knoxschools.org. The March training Log must be received in Central Office before Friday March 13.

Team Members Signatures

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Manager that trained Team Members _____ Date _____

April 2020
HACCP Plan Training Log

School: _____

Food Safety Plan Overview Updated – July 2019

Train Team Members on the following SOP's:

1. Handling a Food Recall page 36
2. Sack Lunches / Food Served Outside the Cafeteria page 26
3. Transporting Food from Production Centers to Site Schools page 53
4. Visitors in the Kitchen page 27
5. Contact with Blood and Bodily Fluids page 22



Keep bagged lunches in cold holding units until ready for pick up. Upon pick up, place bagged lunches into a cooler or insulated container with freezer packs or sealed bags of ice to keep them cold.

Manager: After training Team Members on the SOP's above, have everyone (Including Subs) sign the Training Log and send it to Central Office in your mailbag or email it to sharon.meady@knoxschools.org. The April training Log must be received in Central Office before Friday April 17.

Team Members Signatures

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Manager that trained Team Members _____ Date _____

May 2020 HACCP Plan Training Log

School: _____

Food Safety Plan Overview Updated – July 2019

Train Team Members on the following SOP's:

1. Facility and Equipment Maintenance page 79
2. Ice Machine Usage page 84
3. Laundry and Linen Use page 85
4. Pest Control Measures page 86



Maintenance will maintain the interior and exterior of each school building by providing preventative maintenance and repairs as needed. If you placed a workorder and it has not been responded to within a week, contact Rita Teffeteller by email.

Manager: After training Team Members on the SOP's above, have everyone (Including Subs) sign the Training Log and send it to Central Office in your mailbag or email it to sharon.meady@knoxschools.org. The May training Log must be received in Central Office before Friday May 8.

Team Members Signatures

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Manager that trained Team Members _____ Date _____