

Area Agency on Aging District 7, Inc.
MEAL SERVICE PROGRAMS
Policy and Procedures

Policy Name: Food Safety Certification and Yearly Training

Created: 03/19/2012

Policy #: MSP-014

Revised: 03/20/2015

Reference: Rule 173-4-04 (10), Rule 173-4-04.1 (11),
Rule 173-39-02.14 (4)(d)

Page: 1 of 2

Policy: For each staff member, whether the staff member works as a paid employee or a volunteer, the provider shall provide an orientation and adequate training to perform assigned responsibilities, including ServSafe Certification for required employees. In addition, each year, four hours of continuing education will be provided to all employees.

Procedures:

- 1) All employees and volunteers will receive documented orientation upon hire on any of the following topics that are relevant to the employees job duties:
 - a) Sensitivity to the needs of older adults and people with disabilities
 - b) Handling emergencies
 - c) Food storage, preparation, and handling
 - d) Food safety and sanitation
 - e) Meal delivery
 - f) Handling hazardous materials
- 2) Employees required to obtain the National Restaurant Association (NRA) ServSafe Certification will be given that course as soon as possible after hiring, but no later than three months after hire. All employees or volunteers not required to obtain ServSafe Certification will have documented training within 30 days of hire.
- 3) Provider will ensure that the main kitchen/cooking site always has at least one employee on-site that has obtained the NRA ServSafe Certification that is granted for a five-year term.
- 4) It is not required, but provider may elect, to have all other nutrition employees or volunteers obtain the National Restaurant Association ServSafe Certification.
- 5) If the provider elects to not have all other employees or volunteers obtain the NRA ServSafe certification, the provider must develop a training program for each employee or volunteer. The training must consist of yearly documented training/review of all job duties/responsibilities of the employee or volunteer covering the topics listed under (1)

above. This training/review can only be conducted by a person that has a current ServSafe certification.

- 6) Copies of ServSafe Certifications and/or the documented trainings, along with corresponding job descriptions, will be provided to the Area Agency on Aging as training is completed, or upon request by AAA7.