

To Be Completed Annually

FOOD SAFETY SKILLS ✓		CULINARY SKILLS ✓	OCCUPATIONAL HEALTH AND SAFETY SKILLS ✓	CUSTOMER SERVICE SKILLS ✓	LIFE SKILLS ✓
Required Review Must Focus on the 7 TOPS Modules			SEPTEMBER Automatic Slicer www <input type="checkbox"/> :60	Introduction to Focus on Service Spirit <input type="checkbox"/> :30	Succeeding at Work <input type="checkbox"/> :30
Food Safety Fundamentals: Part I - Personal Hygiene	<input type="checkbox"/> :30		Knife Skills www <input type="checkbox"/> :60	Who Are Our Customers <input type="checkbox"/> :30	Working With Others in a Diverse Workforce <input type="checkbox"/> :30
Food Safety Fundamentals: Part II - HACCP	<input type="checkbox"/> :30		Lockout/Tagout for authorized and affected employees <input type="checkbox"/> www <input type="checkbox"/> :30	Knowing Your Business, Facility & Department <input type="checkbox"/> :30	Preventing Sexual Harassment - Session I <input type="checkbox"/> :30
Food Safety Fundamentals: Part III - Thermometers	<input type="checkbox"/> :30		OCTOBER Fire Safety <input type="checkbox"/> www <input type="checkbox"/> :30	Specific Needs of Customers <input type="checkbox"/> :30	Preventing Sexual Harassment - Session II <input type="checkbox"/> :30
Receiving & Storing	<input type="checkbox"/> :30		Disaster Planning & Emergency Evacuation <input type="checkbox"/> www <input type="checkbox"/> :30	Moments of Truth <input type="checkbox"/> :30	Equal Employment Opportunity: Creating an Environment of Respect & Fair Treatment - Session I <input type="checkbox"/> :40
Preparing & Cooking	<input type="checkbox"/> :30		NOVEMBER Return to Work/ Transitional Duty www <input type="checkbox"/> :15	Great Customer Service <input type="checkbox"/> :30	
Cleaning & Sanitizing	<input type="checkbox"/> :30		First Aid/CPR (one person per shift) Certification Class 8 hours	A Picture is Worth a Thousand Words <input type="checkbox"/> :30	Equal Employment Opportunity: Creating an Environment of Respect & Fair Treatment - Session II <input type="checkbox"/> :24
Service	<input type="checkbox"/> :30		Back Injury Prevention <input type="checkbox"/> www <input type="checkbox"/> :30	Verbal & Non-Verbal Communication <input type="checkbox"/> :30	
OR Minimum of 12 Walk-The-Talk Food Safety Training Topics 4 activities per topic; times are approximate			DECEMBER Slip, Trip, and Fall Prevention <input type="checkbox"/> www <input type="checkbox"/> :30	Service Recovery/ Managing Successful Customer Interactions <input type="checkbox"/> :40	Diversity Awareness for Frontline Employees <input type="checkbox"/> 2 hrs. 40 min.
Handwashing	www 4 x :10		JANUARY Personal Protective Equipment <input type="checkbox"/> www <input type="checkbox"/> :30	Delivering Service as a Team <input type="checkbox"/> :30	
Using Gloves	www 4 x :10		FEBRUARY Vehicle Safety or applicable topic <input type="checkbox"/> :30		
Personal Hygiene	www 4 x :10		MARCH Bloodborne Pathogens Precautions (if applicable) <input type="checkbox"/> :30		
Preventing Cross-Contamination	www 4 x :10		Electrical Safety <input type="checkbox"/> www <input type="checkbox"/> :30		
Thermometers	www 4 x :10		APRIL Chemical Hazard Communication <input type="checkbox"/> www <input type="checkbox"/> :30		
Thawing Food	www 4 x :10		MAY Burn Prevention <input type="checkbox"/> :30		
Cooking Temperatures	www 4 x :10		Safe Machine & Equipment Operation www <input type="checkbox"/> :30		
Holding Hot & Cold Food	www 4 x :10		JUNE Heat Exposure Safety <input type="checkbox"/> :30		
Cooling Food	www 4 x :10		Workplace Violence <input type="checkbox"/> www <input type="checkbox"/> :30		
Reheating Food	www 4 x :10		JULY Preventing Compressed Gas Hazards <input type="checkbox"/> :30		
Receiving & Storing	www 4 x :10		AUGUST Identifying and Controlling Workplace Hazards <input type="checkbox"/> www <input type="checkbox"/> :30		
Sanitizing Food Contact Surfaces	www 4 x :10		Back Injury Prevention <input type="checkbox"/> www <input type="checkbox"/> :30		
Washing Pots & Pans	www 4 x :10		Preventing Slips, Trips & Falls <input type="checkbox"/> www <input type="checkbox"/> :30		
Wiping Cloths	www 4 x :10		Heat Exposure Safety www <input type="checkbox"/> :30		
Handling Service Ware & Utensils	www 4 x :10		ANNUALLY Tuberculosis Precautions (if applicable) <input type="checkbox"/> www <input type="checkbox"/> :30		
Keeping Self-Service Stations Safe	www 4 x :10		Powered Industrial Truck (if applicable) www SEE BELOW		
Safe Off-Site Service	www 4 x :10		Accident Prevention Review <input type="checkbox"/> :15		
Food Allergies (US)	www 4 x :15		Motor Vehicle Record Check (if applicable) <input type="checkbox"/> :15		
Food Allergies (Canada)	www 4 x :15		Driver Responsibility Form (if applicable) <input type="checkbox"/> :15		

- Optional *
- Approximate Time in Minutes :10
- Booklet
- Job Aid
- Video
- DVD
- Power Point Presentation
- Online Materials www

Powered Industrial Truck: Initial 3-4 hours
Annual Refresher :60 minutes
Recertification every 3 years

