

Yearly Staff In-Service Training for Fiscal Year:

Center:

Please note that ALL of the following topics must be covered:

- Food safety
- Prevention of foodborne illness
- HACCP principles
- Accident prevention
- Instruction on fire safety
- First aid
- Choking
- Earthquake preparedness
- Other emergency procedures

	Topic	Date to be scheduled	Who will be trained staff/volunteers	Who will conduct the training
Quarter 1				
Quarter 2				
Quarter 3				
Quarter 4				

Per **CCR 7636.5(a)**: All staff, paid and volunteer, shall be oriented and trained to perform their assigned responsibilities and tasks. Training, at a minimum, shall include:

(1) Food safety, prevention of foodborne illness, and HACCP principles. (or Food Handlers Certificate meets this requirement)

(2) Accident prevention, instruction on fire safety, first aid, choking, earthquake preparedness, and other emergency procedures.

(b): A yearly written plan for staff training shall be developed, implemented, and maintained on file by the nutrition services provider, as required in subsection 7636.7(c) below. The training plan shall identify who is to be trained, who will conduct the training, content of training, and when it is scheduled.

(c): The nutrition services provider's Registered Dietitian shall review and approve the content of all staff training prior to presentation.

(d): A minimum of four (4) hours of staff training shall be provided annually, by providers, for paid and volunteer food service staff, including congregate, **Grab and Go¹**, and home-delivered meal staff.

(e): Training sessions shall be evaluated by those receiving the training.

(f): Documentation of training to include evaluations and attendance records shall be maintained

Please e-mail plan with complete education and outlines to: twhelen@smcgov.org and your contract manager by June 15th each year for approval

Preapproved materials for the trainings are found at <http://www.smchealth.org/older-adult-providers>

1-Added grab and go language for San Mateo County Providers (not written into code yet as of 5/9/23).