

Worker Training Log

Training records must include the date of training, topics covered and the person's trained.

Training should be conducted as needed but at least annually.

Keep this record for at least six months.

Establishment Name: Kate's Kitchen

Establishment Address: 1234 Blonde Ave.

City/State/Zip: Des Moines, IA 50319

Date of Training: August 1, 2022

Name of Trainer: Trainer's Name

Topics Covered in Training: Reviewed the nine major food allergens. Emphasized the need to have all labels reviewed for accuracy. Detailed discussion to ensure proper food temperatures are maintained at all times. Trained everyone how to correctly take temperatures and document them on the proper form. Discussed what corrective actions are, when to use them and what to change to prevent future failures.

Attach or keep on file any reference material used for training (e.g. allergen control, employee health, etc.)

Employee Name (Printed)	Position	Employee Signature
1. Jackie Joe	Baker	
2. Johnnie Smith	Packer	
3. Carl Atchison	Receiving & Delivery	
4. _____		
5. _____		
6. _____		
7. _____		

Reviewed By

Title

Date

Notes: Emphasis was placed on everyone understanding the importance of food safety, allergen control, sanitation, protection from cross-contamination and proper food labeling. First-Aid, proper use of equipment and employee safety were also discussed.