Kitchen Manual Appendix 2: Cumberland Care: **Staff food safety training log**

Name: Job Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Start date: \_\_\_\_\_\_\_\_\_\_\_

Each member of staff should ensure that they understand the safe methods in this manual within two weeks of starting work. A training log should be held for each member of staff. Details of this and other work-related training can be recorded here.

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| Food Safety Training Date completed | Any actions required? (e.g., refreshers, additional training, uniform) |
| Induction completed |  |
| Section 1 Welcome to your Food Safety Manual |  |
| Section 2 Preventing Cross Contamination |  |
| Section 3 Cooking / Reheating |  |
| Section 4 Chilled Foods |  |
| Section 5 Cleaning |  |
| Section 6 Gift / Donated Food |  |
| Section 7 Extra Care - Protecting Food |  |
| Section 8 Mini Kitchens |  |
| Section 9 Management Section |  |
| Displayed Safety Information –  fire, emergency, hand washing |  |
| External Training e.g., Level 2 Food Safety |  |
| Other Training – Safer Food DVD |  |

Signed by Member of Staff: Signed by Signed by the Supervisor: