

Additional Training

Food Act 2014

What Additional Training Should I Consider?

- All staff members are required to be competent in their duties.
- If their duties are additional to those in the Basics section, they will need to undergo additional training.
- Food handlers should be trained in a range of the serve safe section.
- Senior staff and supervisors should be trained in all aspects of the Food Control Plan.
- Consider undertaking additional training in groups of 2-3 for existing staff.

Prioritise Critical Areas

- Once the basics section has been completed identify additional training that staff members will need to under take.
- Consider everyday tasks including;
 - ✓ Preparation
 - ✓ Temperature checking
 - ✓ Chilled and Frozen storage
 - ✓ Reheating
 - ✓ Hot held food
 - ✓ Cooling batches of food
 - ✓ Cooking Poultry
 - ✓ Defrosting Frozen Foods

Preparation

- ✓ Does the staff member know the procedures for preventing cross contamination between tasks?
- ✓ Can they match the colour coded boards to preparation tasks?
- ✓ Do they follow the procedures for preparing foods for sale?
(washing fruit and vegetables)
- ✓ Do they know what to do if something goes wrong?
- ✓ Do they know the procedure for handling raw and cooked foods?
(Raw meats and ready to eat foods)
- ✓ Are they aware of the time/temperature requirements for high risk foods?

Checking Temperature

- ✓ Can they describe the procedure for checking temperatures?
- ✓ Do they follow the procedure for checking temperature?
- ✓ Do they know what to do if something goes wrong?
- ✓ Do they clean the thermometer between probing food products?
- ✓ Do they know how to calibrate a thermometer?
- ✓ Do they know how often and where to record temperatures and calibrations?

Chilled and Frozen Storage

- Can they describe the chilled storage requirements for your business?
- Do they follow the procedures for safe storage of foods?
- Do they know the temperature for safe storage of high risk foods?
- Do they know what to do if something goes wrong?
- Do they follow the date marking procedures outlined in the template?

Reheating

- Do they know the correct temperature for reheating foods?
- Do they follow the correct procedure for reheating foods?
- How do they ensure that foods are thoroughly reheated?
- Do they know what to do if something goes wrong?

Hot Held Foods

- Can they describe the process for checking the temperature of hot held foods?
- Is the temperature of the holding checked before foods are placed in for storage?
- Do they know the minimum temperature requirements for hot held foods?
- Do they know where to record the temperatures of the hot held foods?
- Do they follow the process for checking the temperature every 2 hours?
- Are they aware of the stock rotation and not topping up old with new?

Cooling

- Can they describe the procedure for cooling large batches of foods?
- Do they check the temperature at the 2 and 4 hour mark to ensure foods are cooled correctly?
- Do they know how often and where to record cooling temperatures?
- Do they know what to do if there is a problem?

Cooking Poultry

- Can they describe the procedure for cooking poultry?
- Do they know the correct temperature for cooked poultry?
- Do they know how to validate a procedure for a new poultry dish?
- Do they know how often and where to record poultry temperatures?
- Do they know what to do if something goes wrong?

Defrosting Frozen Foods

- Can they describe the correct procedure for defrosting frozen foods?
- Do they follow the correct procedure for defrosting frozen foods?
- Do they know how and where to store defrosting foods?
- Do they know the maximum time foods can be defrosted at room temperature?
- Do they know what procedure to follow if foods are needed in a hurry?
- Do they know what to do if something goes wrong?