



Sample Training Manual

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The following pages give you an idea of our design and writing work. While this manual sample is geared toward the restaurant industry, we can design manuals for many industries.

HYGIENE AND FOOD SAFETY

WASHING YOUR HANDS

When you wash your hands, you must:

- Turn on the sink to the warmest water temperature you can withstand
- Wet your hands and wrists, even up to your mid-lower arm
- Pump soap out and lather
- Count 20 seconds
- If a nail brush is available, be sure to use it
- Rinse off
- Dry your hands
- Turn off sink with paper towel you just used to dry your hands. If you used a hand dryer, turn off sink with elbow, if possible.

FOOD SAFETY

Food safety is an important component of any restaurant. Ensuring guests feel like they're eating great, clean, safe food that is up to standard, is paramount to restaurant operations. Food safety is about following proper food cooking procedures and ensuring everyone is following correct procedure as well.

Temperature Danger Zone

The Temperature Danger Zone refers to the temperature range in which bacteria can grow on food. This is between 40° F and 140° F. Any food that falls inside of this temperature range can cause illness so be safe and always check food with a good, accurate, calibrated thermometer!

Under 40°

Keep food under 40° so that it doesn't grow bacteria! Keep your refrigerators, walk-ins, and reach-ins calibrated so that you keep the food in them under 40°.

Over 140°

Heat kills bacteria. Be sure not only that your hot foods are over this temperature, but that they're also held here as well.

Between 40° and 140°

Bacteria thrives in this temperature range. Avoid it at all costs!

Remember the Temperature Danger Zone range and you'll keep your guests safe! A thermometer and constant checking for temperatures are your best friends in the battle against harmful bacteria!

