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| --- | --- | --- | --- | --- | --- |
| **In House - Hygiene Training Record** | | | | | |
| Name: |  | Position: |  | Date of employment: |  |

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| **Nature of Training** | **Dates** | **Trainer** | **Employee Signature** |
| Instruction on basic hygiene rules |  |  |  |
|  | | | |
| Purchase, delivery / receipt. collection |  |  |  |
| Storage |  |  |  |
| Preparation and handling |  |  |  |
| Cold serve / display |  |  |  |
| Defrosting |  |  |  |
| Cooking |  |  |  |
| Cooling / freezing |  |  |  |
| Reheating |  |  |  |
| Hot hold / display |  |  |  |
| Transport and delivery |  |  |  |
| Physical / chemical contamination |  |  |  |
| Food allergies |  |  |  |
| **General Hygiene** | | | |
| Cleaning |  |  |  |
| Pest control |  |  |  |
| Waste |  |  |  |
| Maintenance |  |  |  |
| Personal hygiene |  |  |  |
| Training |  |  |  |
| Use of thermometers |  |  |  |

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| **External Trainer** | | | |
| **Nature of training** | **Course provider** | **Date completed** | **Employee signature** |
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|  |  |  |  |