

**LESSON PLAN**

1. FOOD SERVICE SUPERVISOR/MANAGER CERTIFICATION COURSE

B-322-2101

Topic 1.2 Training Responsibilities

Class period:  $\frac{.5}{0}$

Lab period:  $\frac{0}{0}$

Enabling Objectives:

- 1.6 **STATE** the amount and frequency of training required
- 1.7 **STATE** the responsibilities/knowledge of the person in charge
- 1.8 **STATE** responsibilities/knowledge of food employee
- 1.9 **ESTABLISH** a facility training program

Trainee Preparation Material:

- A. Trainee Support Materials:
  - Student workbook
- B. Reference Publications:

Instructor Preparation:

- A. Review Assigned Trainee Material
- B. Reference Publications:
  - 1. SECNAVINST 4061.1 Series
  - 2. NAVMED P-5010, Chapter 1
- C. Training Materials Required:
  - 1. Power Point Presentation
  - 2. Examples of NAVMED 4061/1

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Topic 1.2 Training Responsibilities

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DISCUSSION POINT

1. Introduction

RELATED INSTRUCTOR ACTIVITY

1. Establish contact.

Introduce yourself and give any background information that might be of interest.

Establish readiness.

Motivating statements.

Tell the trainees how they will use the course material.

Tell the trainees why they need to know the lesson material.

Refer to Student Workbook and review objectives.

## LESSON PLAN

1. FOOD SERVICE SUPERVISOR/MANAGER CERTIFICATION COURSE

B-322-2101

Topic 1.2 Training Responsibilities

---

### DISCUSSION POINT

### RELATED INSTRUCTOR ACTIVITY

#### 2. Training Requirements

##### a. Person in Charge (PIC)

- (1) An 18 hour supervisor/manager food service sanitation training course is required for all personnel designated as a PIC
- (2) Refresher course is required every 3 years
- (3) The supervisor/manager food service sanitation training course certifies the supervisor/managers to teach the 4 hour food employee course

##### b. Food Employee (FE)

- (1) Four hours of initial food sanitation training within the first 30 days of employment
- (2) Annual food sanitation training for a minimum of 4 hours
- (3) Annual training is not required to be taught in a consecutive 4 hour block of time

## LESSON PLAN

1. FOOD SERVICE SUPERVISOR/MANAGER CERTIFICATION COURSE

B-322-2101

Topic 1.2 Training Responsibilities

### DISCUSSION POINT

### RELATED INSTRUCTOR ACTIVITY

- (4) Temporary food service personnel assigned 30 days or less must receive 2 hours of initial training and orientation
  - (a) Emphasis on personal hygiene, handwashing, safety, on-the-job training in assigned area, and outcome if procedures are not followed
- (5) Bartenders that do not prepare food require one hour of initial food sanitation training

### 3. Responsibilities/Knowledge

- a. PIC - during inspections and upon request of the PMA shall demonstrate to the PMA knowledge of foodborne disease prevention and requirements of the NAVMED P-5010-1 (Food Code 1997)
  - (1) Describe the relationship between the prevention of foodborne disease and the personal hygiene habits of a food employee
  - (2) Explain the responsibility of the PIC for disease prevention by a food employee who has a disease or medical condition that may cause foodborne disease
  - (3) Describe the symptoms associated with foodborne disease

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1. FOOD SERVICE SUPERVISOR/MANAGER CERTIFICATION COURSE

B-322-2101

Topic 1.2 Training Responsibilities

---

### DISCUSSION POINT

### RELATED INSTRUCTOR ACTIVITY

- (4) Explain the significance of the relationship between maintaining the time and temperature of potentially hazardous food and the prevention of foodborne illness
- (5) Explain the hazards involved in the consumption of raw or undercooked meat, poultry, eggs, and fish
- (6) State the required food temperatures and times for safe cooking of potentially hazardous food including meat, poultry, eggs, and fish
- (7) State the required temperatures and times for the safe refrigerated storage, hot holding, cooling, and reheating of potentially hazardous food
- (8) Describe the relationship between the prevention of foodborne illness and the management and control of the following:
  - (a) Cross contamination
  - (b) Hand contact with ready-to-eat foods
  - (c) Handwashing

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1. FOOD SERVICE SUPERVISOR/MANAGER CERTIFICATION COURSE

B-322-2101

Topic 1.2 Training Responsibilities

---

### DISCUSSION POINT

### RELATED INSTRUCTOR ACTIVITY

- (d) Maintaining the food establishment in a clean condition and in good repair
- (9) Explain the relationship between food safety and providing equipment that is:
  - (a) Sufficient in number and capacity
  - (b) Properly designed, constructed, located, installed, operated, maintained, and cleaned
- (10) Explain correct procedures for cleaning and sanitizing utensils and food contact surfaces of equipment
- (11) Identify the source of water used and measures taken to ensure that it remains protected from contamination such as providing protection from backflow and precluding the creation of cross connections
- (12) Identify poisonous or toxic materials in the food establishment and the procedures necessary to ensure that those items are safely stored, dispensed, used and disposed of according to current regulations

## LESSON PLAN

1. FOOD SERVICE SUPERVISOR/MANAGER CERTIFICATION COURSE

B-322-2101

Topic 1.2 Training Responsibilities

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### RELATED INSTRUCTOR ACTIVITY

(13) Identify critical control points in the operation from purchase through sale or service that when not controlled may contribute to the transmission of foodborne disease. Explain steps taken to ensure that the points are controlled

(14) Explain the details of how the PIC and FEs comply with a Hazard Analysis and Critical Control Points (HACCP) plan, if a plan is required by current regulations, or if an agreement between the regulatory authority and the establishment exists

(15) Explain the responsibilities, rights, and authorities assigned by this chapter to the:

(a) FE

(b) PIC

(c) PMA

b. PIC-shall ensure that

(1) Food establishment operations are not conducted in a private home or in a room used as living or sleeping quarters

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1. FOOD SERVICE SUPERVISOR/MANAGER CERTIFICATION COURSE

B-322-2101

Topic 1.2 Training Responsibilities

---

### DISCUSSION POINT

### RELATED INSTRUCTOR ACTIVITY

- (2) Persons unnecessary to the food establishment operation are not allowed in the food preparation, food storage, or warewashing areas. Brief visits and tours may be authorized by the person in charge if steps are taken to ensure that exposed food, clean equipment, utensils and linens, unwrapped single-service and single-use articles are protected from contamination
- (3) Employees and other persons such as delivery and maintenance persons and pesticide applicators entering the food preparation, food storage, and warewashing areas must comply with the provisions of this chapter
- (4) Employees are effectively cleaning their hands by routinely monitoring the employees' handwashing techniques
- 5) Employees are wearing clean outer clothing through daily visual inspection

## LESSON PLAN

1. FOOD SERVICE SUPERVISOR/MANAGER CERTIFICATION COURSE

B-322-2101

Topic 1.2 Training Responsibilities

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### RELATED INSTRUCTOR ACTIVITY

- (6) Employees are observing foods upon receipt to determine if they are obtained from approved sources, delivered at the required temperatures, protected from contamination, unadulterated, and accurately presented, by routinely monitoring the employees' observations and periodically evaluating foods upon their receipt
- (7) Employees are properly cooking potentially hazardous food, with emphasis on the process of cooking foods known to cause severe foodborne disease and death, such as eggs and comminuted meats, through daily oversight of the employees' routine monitoring cooking temperatures
- (8) Employees are using proper methods to rapidly cool potentially hazardous foods that are not held hot or are not for consumption within 4 hours, through daily oversight of the employees' routine monitoring food temperatures during cooling
- (9) Consumers who order raw or partially cooked foods of animal origin are informed that the food is not cooked sufficiently to ensure its safety

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B-322-2101

Topic 1.2 Training Responsibilities

---

### DISCUSSION POINT

### RELATED INSTRUCTOR ACTIVITY

- (10) Employees are properly sanitizing cleaned multi-use equipment and utensils before reuse, through routine monitoring of solution temperature and exposure time for hot water sanitizing, and chemical concentration, pH, temperature and exposure time for chemical sanitizing
- (11) Consumers are notified that clean tableware is to be used when they return to self-service areas such as salad bars and buffets
- c. FE during inspections and upon request, the FE shall demonstrate knowledge of foodborne disease prevention, and the requirements of NAVMED P-5010-1 (Food Code 1997)
  - (1) Describe the relationship between the prevention of foodborne disease and the personal hygiene habits of an FE
  - (2) Explain the significance of the relationship between maintaining the time and temperature of potentially hazardous food and the prevention of foodborne illness

## LESSON PLAN

1. FOOD SERVICE SUPERVISOR/MANAGER CERTIFICATION COURSE

B-322-2101

Topic 1.2 Training Responsibilities

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(3) State the required temperatures and time for the safe refrigerated storage, hot holding, cooling, and reheating of potentially hazardous food

(4) Explain correct procedures for cleaning and sanitizing utensils and food contact surfaces of equipment

#### 4. Establishment of Facility Training Program

a. Food service sanitation training must be offered in accordance with SECNAVINST 4061.1 series

b. Other programs such as the National Restaurant Association, Servsafe® Courses or the Education Testing Service Program that meet the competency based requirements can be substituted if approved by the area PMA

c. All training must be conducted by qualified food service sanitation instructors such as

(1) Independent Duty Corpsman, must requalify every 3 years

(2) Preventive Medicine Technicians

(3) Environmental Health Officers

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B-322-2101

Topic 1.2 Training Responsibilities

---

### DISCUSSION POINT

### RELATED INSTRUCTOR ACTIVITY

- (4) Military personnel in pay grade E-5 and above who successfully graduate from a food service sanitation instructor training course approved by the area PMA, must requalify every 3 years
- (5) Personnel who supervise or train food service personnel and are successful graduates of a supervisor/manager food service sanitation training course approved by the PMA, must requalify every 3 years
- d. Navy and Marine Corps food management teams may conduct food service sanitation training during official visits to commands provided instructors are certified as required by SECNAVINST 4061.1 series
- e. Four hour employee food safety training course shall include the following required topics:
  - (1) Personal hygiene/health requirements
  - (2) Using thermometers and keeping temperature logs
  - (3) Inspection and storage of food
  - (4) Food preparation and serving
  - (5) Cleaning and sanitizing

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B-322-2101

Topic 1.2 Training Responsibilities

---

### DISCUSSION POINT

### RELATED INSTRUCTOR ACTIVITY

5. Training Documentation

- a. Food service sanitation training certificates (NAVMED 4061/1) must be kept on file by the PIC at the work location
- b. Only held by the individual FE when permanent change-of-station transfer occurs
- c. Certificates viewed by supervisory personnel and PMA during sanitation inspections

6. Summary

- a. Training requirements
  - (1) PIC
  - (2) FE
- b. Responsibilities/knowledge
  - (1) PIC
  - (2) FE

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DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

c. Establishment of facility training program

(1) Certified instructors

(2) Four hour FE course components

(3) Documentation