



## FOOD ESTABLISHMENTS - ON-SITE FOOD HANDLER CLASSES GUIDELINES

**Any manager, operator or owner who wishes to administer on-site food handler classes must meet the following guidelines:**

1. An actual class with exams must be administered to employees.
2. A written letter explaining class content and schedule of expected class times must be submitted to the Environmental Health Department before exams will be issued.
3. **Exams with employee's full names and ID numbers and date administered must be submitted to the Food Handler Coordinator of the Environmental Health Department.**
4. **In addition a list with legible names and social security numbers must be submitted. The list must be legible, with full names and must be printed or typed.**
5. Instructor must have registered food service manager certification or equivalent. A copy of certification must be given to the Environmental Health Department when tests are submitted.
6. Classes must consist of at least forty-five minutes of instruction.
7. Topics covered must include:
  - a. Food handling, food protection, and proper food temperatures.
  - b. Personal hygiene, reporting of illness, and restriction of ill food handlers.
  - c. Proper cleaning and sanitizing of equipment and utensils.
  - d. Means of possible cross contamination of food.
  - e. Proper hand washing procedures.
8. **Students must complete and pass a twenty-one (21) question exam. Some answers for exam will be found in provided information packet. The employee must also briefly answer question number twenty-one (21) or food handler card will not be issued.** Environmental Health Department officials will review tests. After test are reviewed if it appears the tests have been falsified the food handler permit if issued will be revoked.
9. Then submit completed exams signed by student and trainer, complete legible list of participants, and \$16.00 per person permit fee to the Environmental Health Department.

The process is not complete unless food handler permits are in the facility.

For further information, please contact the Community Development & Planning's Health Division at 817-459-6502.