

# Food Safety Administrative Documents

## Food Handler Training

A food handler is a person who handles food, drinks, utensils, or exposed single-service items in a food service establishment.

- Employees have **21 days** from the date of hire to obtain a JCDH issued food handler's card.
- A valid ID for the in-person class is required.



This certificate is given upon completion and passing of the food safety training provided online at [www.jcdhfoodhandler.com](http://www.jcdhfoodhandler.com). **Valid for 2 years.** Fee is **\$20**.



This card is issued upon completion of the in-person class after scoring a 70 or greater on the test. The card will read "**Certified Food Handler**". **Valid for 2 years.**

If the score is less than 70, the card will read "**Food Handler-in-Training**". **Valid for 1 year.** Fee is **\$15**.

This certificate is for **Qualified Establishments only**. (call for more information). Issued by a Certified Food Safety Manager (CFSM). CFSM is any person who passes any of the manager certification courses listed on the Approved Food Safety Manager's Courses. Must have a CFSM per shift for all hours of operation. **Valid for 2 years.** Fee is **\$5** per book.



## Person-in-Charge (PIC)

- A **Designated** person must be responsible for overseeing operations and have knowledge of the food safety principles. A PIC **must** have a certified food safety manager's card and be present on shift at all times of operation.



Issued to holders of certificates from accredited courses (see back). Valid until the expiration date on the certificate (up to 5 years).

Each certificate holder **MUST** come to JCDH to get their certificate registered by bringing the certification and a valid government-issued ID. Fee is **\$5**.

## Don't Work Sick!

Please **stay home** if you have or are diagnosed with:

- Vomiting
- Diarrhea
- Sore throat with fever
- Jaundice (yellowing of the skin and/or eyes)
- Infected cuts/wounds/lesions containing pus on the hand, wrist, and an exposed body part.
- Norovirus
- Hepatitis A
- Shigellosis (Shigella spp.)
- Typhoid fever (Salmonella Typhi)
- Nontyphoidal Salmonella
- E. Coli O157:H7 or other STEC infection

## Employee Areas

An area must be designated for employees to eat or drink and store their personal belongings. An employee may drink from a closed beverage container if handled to prevent contamination of the hands, the container, and exposed food, clean equipment, utensils, linens, and unwrapped single-service articles.

## Employee Hygiene

- Fingernails **must** be trimmed, filed, and maintained so that edges and surfaces are smooth and cleanable, and fingernails do not extend beyond the finger.
- Employees are not to wear artificial nails or nail polish when working with exposed food unless wearing gloves in good repair.
- Employees are not to wear jewelry on the arms or hands (other than a plain ring) while preparing food.
- Employees **must** wear **hair restraints** that are worn to effectively keep hair from contaminating food, equipment, utensils, etc.

# Approved Food Safety Manager's Courses\*



ServSafe  
(800) 765-4842  
www.servsafe.com



Certus/ StateFoodSafety  
(801) 494-1416  
www.statefoodsafety.com



Learn2Serve  
(877) 881-2235  
www.360training.com/learn2serve



AAA Food Handler  
(714) 592-4100  
www.aaafoodhandler.com



National Registry of Food  
Safety Professionals  
(800) 446-0257  
www.nrfsp.com



The Always Food Safe  
Company, LLC  
(303) 360-8764  
www.alwaysfoodsafec.com



Responsible Training /  
Safeway Certifications, LLC  
(512) 996-0909  
www.responsibletraining.com



My Food Service License  
(877) 590-5964  
www.myfoodservicelicense.com



Relish Works, Inc. (DBA:  
Trust20)  
(773) 831-5692  
www.trust20.com

\* This isn't an exhaustive list of the ANSI- accredited courses. To stay abreast please visit the website: <https://anabpd.ansi.org/> → who's accredited → Food Protection Managers → see accredited organizations.