



## Food Safety Education Standard Operating Procedure

<b>Original Effective Date:</b> May 7, 2019	<b>Review / Revision Date:</b>	<b>Environmental Procedure:</b> 2019.05.048
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**Subject Matter Expert:** Food Safety Supervisor      History:  New  Revised  Archived

**Organizational Scope:**

Full Agency    Administration    Community & Environmental Health    Health Services

Health Promotion/Policy Integration

**Frequency of Review:**

Annually    Biennially    5 Years    Other:

**Location:**

*S-Drive:* S: → Common → Policies, Plans & Procedures

*Website:* [www.lucascountyhealth.com/employee-login/](http://www.lucascountyhealth.com/employee-login/)

*Hardcopy:* TLCHD Policies & Procedures Manual in HR Office

*Archived Version(s):* SOP 2017.07.048

**Requisite Signatures**

\_\_\_\_\_  
 Director of Environmental Health & Community Services

5/7/2019  
 \_\_\_\_\_  
 Date



## Food Safety Education Standard Operating Procedure

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### I. Scope

This standard operating procedure applies to all sanitarians and clerks serving in TLCHD food protection programs.

### II. Purpose

To ensure that food safety education is offered to our constituents in a consistent manner in compliance with Ohio Administrative Code (OAC) section 3701-21-25 and Ohio Revised Code (ORC) 3717-1-02.4.

### III. Sanitarians

#### A. Required FSO/RFE Certifications

##### 1. Food Safety Handler (Level 1)

- a. Sanitarians must note the presence or absence of at least one individual with the Food Safety Handler certification present during all hours of operation for all Risk Levels I-IV licensed after March 1, 2010,
- b. Exemptions include:
  - i. If a Food Manager (certified in level 2) is present, a level 1 trained individual is not required to be present.
  - ii. Micro-Markets
  - iii. Mobile Food Operations
  - iv. Temporaries

##### 2. Food Safety Manager Certification (Level 2)

- a. Sanitarians must note the presence or absence of a Food Safety Manger certificate from ODH during the course of routine food inspections.
- b. Exemptions include:
  - i. Risk Levels I-II
  - ii. Micro-Markets
  - iii. Mobile Food Operations
  - iv. Temporaries

3. If either required certification is not present, the sanitarian will issue a violation and provide:

- a. The restaurant manager with information on the requirements for having an ODH certificate that certifies completion of the mandatory education.
- b. The Ohio Department of Health's Food Safety email ([foodsafety@odh.ohio.gov](mailto:foodsafety@odh.ohio.gov)) and notice to contact for ODH Approved Providers.

#### **IV. Food Safety Education Coordinator**

- A.** Will set a standard class schedule to meet the requirements of the Ohio Revised Code.
- B.** Coordinate privately scheduled classes, and serve as primary instructor.
- C.** Maintain inventory of class materials and order/request purchase of materials needed.
  1. All exam materials must be ordered 3 weeks in advance.
- D.** Serve as the primary contact with ODH regarding all food education matters.
- E.** Is responsible for sending Servsafe® exam scores and maintaining approved provider status.
- F.** Maintain/update the Level 1 Food Safety presentation and secure ODH approval for all changes.
- G.** Coordinate with Food Safety Supervisor to set back-up instructors/proctors for all scheduled classes.
- H.** Must coordinate special exam accommodations with ServSafe® for all registered students who request them (e.g., ordering special exams, translators, materials, exam space, etc.)

#### **V. Instructors/Proctors**

- A.** The Food Safety Supervisor shall maintain record of staff certifications to teach ServSafe®. This supervisor will also coordinate all submissions for staff teaching approval to the ODH Food Safety Education program.
- B.** All food sanitarians must achieve and maintain the ServSafe® Instructor-Proctor Dual Role credentials once requirements are met.
- C.** In order to teach Level 1 Food Safety, sanitarians must:
  1. Complete the Level 1 Food Safety Class
  2. Co-instruct/observe the class twice

#### **VI. Clerks**

- A.** Maintain Registration Database
  1. Clerks will enter all registration information received through the online registration form into the Database on the S-Drive.
  2. Follow-up to correct any errors in registration information.
  3. Clerks will notify education coordinator of any special accommodations requested.

- B. Process registration payments
- C. Clerk will produce all Food Safety Handler Level 1 certification cards.
- D. Clerk prepares and assembles class materials for both level 1 and 2 education classes.
- E. Monitors pre-class ServSafe® book pickup and ensures client signs logbook.
- F. Sends pass/fail notification to all clients completing class.
- G. Sends ODH Food Safety Manager certificates to clients passing class.

## VII. Maintenance

### A. Review

1. The *Food Safety Education* standard operating procedure is to be reviewed annually to ensure compliance with both agency and accreditation standards.

### B. Revision

1. All changes made to this SOP are to be noted on the **Record of Change**. Substantial changes will require renewed signatures from all applicable parties. This includes changes to the intent, scope, procedures, or policy statement.
2. Changes in style, format, grammar or minor error correction will not require renewed signatures but must be indicated on the Record of Change.

**Record of Change**  
(Required for all procedures)

Date of Change	Changes Made By	Changes Made/Notes	Approved By
5/7/19	BP	Updated SOP through quality improvement project.	EH Director; QI Project Team