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Canton City Public Health

| <b>POLICY AND PROCEDURE</b> |   |
|-----------------------------|---|
| SUBJECT/TITLE:              | Food Safety Program Employee Training Policy          |
| APPLICABILITY:              | Environmental Health Staff in the Food Safety Program |
| CONTACT PERSON & DIVISION:  | Director of Environmental Health                      |
| ORIGINAL DATE ADOPTED:      | 03/09/2019  |
| LATEST EFFECTIVE DATE:      | 07/06/2023  |
| REVIEW FREQUENCY:           | 5 Years   |
| BOARD APPROVAL DATE:        | N/A   |
| REFERENCE NUMBER:           | 500-008-P   |

### **A. PURPOSE**

The intent of this document is to provide all training requirements for employees working in the Food Safety Program

### **B. POLICY**

Environmental Health Specialists assigned to the Food Safety Program will complete and document all required training listed within this document.

### **C. BACKGROUND**

Please see policies 800-009-P Employee Training, 800-010-P Employee Credentialing, and 800-019-02-P Position Descriptions and Competencies.

This policy supports Canton City Public Health values “Quality - Excellence in all we do” as well as Strategic Priority G-1 Staff Development as documented in Canton City Public Health Strategic Plan 2020 (revision 6/25/2018). It also supports PHAB accreditation standard 6.2.1 “Department knowledge maintained, and public health laws applied in a consistent manner,” 8.2.1 “Workforce development strategies”, 8.2.3 “Professional and career development for all staff.” (PHAB ver. 1.5), and the Department of Health and Human Services Food and Drug Administration Voluntary National Retail Food Regulatory Standards, Program Standard 2 “Trained Regulatory Staff”.

### **D. GLOSSARY OF TERMS**

Food Safety Program – The division of the Environmental Health Division responsible for licensing, regulating, and inspecting Food Service Operations (FSO), Retail Food Establishments (RFE), Temporary FSO/RFE, Mobile Food Units, and Vending Machines, and Micromarkets.

### **E. PROCEDURES & STANDARD OPERATING GUIDELINES**

**Within 90 days of hire** into the Environmental Health Food Safety Division, the employee must complete the following training requirements:

1. Apply for and maintain good standing as an Environmental Health Specialist in Training (EHSIT) or Environmental Health Specialist (EHS) through the Ohio State Board of Sanitarian Registration.
2. Review this Training Policy.
3. Apply for an account on OhioTrain.
4. Review the Canton City Public Health Code.
5. Obtain Ohio Person in Charge Food Handler Training Certification.
6. Complete CDC “EATS” modules <https://www.cdc.gov/nceh/ehs/elearn/eats/index.html>.



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7. Complete FDA Food Code Quizlet online <https://quizlet.com/search?query=FDA+food+code&type=sets>.
8. Review Ohio Administrative Code and Ohio Revised Code and discuss with Food Safety staff.
9. Review all current forms and handouts provided by Canton City Public Health Food Safety Division.
10. Attend formal in-person training with the Ohio Department of Agriculture (ODA) and Ohio Department of Health (ODH) as available within the 90-day timeframe.
11. Learn to apply the Ohio Combined Food Safety Code through the process of observing Food Safety Program staff conduct the following inspections, then conducting the inspections themselves under the guidance of the Staff member at the following locations:
  - a. RFE Risk Level 1-4
  - b. FSO Risk Level 1-4
  - c. Mobiles
  - d. Temporaries
  - e. Vending Machines
  - f. Micromarkets
  - g. Cottage Foods
  - h. Labeling
  - i. Write an inspection report
  - j. Licensing
  - k. Limitations of a License
  - l. Critical Control Point Inspection (CCP)
  - m. Process Review
  - n. Variance
  - o. Exemptions for FSO/RFE
  - p. Review Enforcement Policy of Licensed Facilities 500-007-P  
<http://www.cantonhealth.org/?pg=443>
12. **Within two years of hire**, and every two years thereafter, the employee must complete the following:
  - a. Submit 24 CEU's to EHS Board with at least two (2) CEU's in Food Safety
  - b. Renew EHSIT or EHS
  - c. Renew Ohio Person in Charge Food Handler Certification
  - d. Obtain Ohio Food Manager Certification.
  - e. Attend a Roundtable Meeting with another Food Safety Program staff member
  - f. Continue formal training with ODA and ODH as available
13. **Within three years of hire**, the employee must complete the following:
  - a. Attend Plan Review Training with both ODA and ODH
  - b. Observe Food Safety Program staff conduct a plan review
  - c. Conduct a plan review under the guidance of the staff member
  - d. Register for and pass the EHS Exam
  - e. Obtain EHSIT promotion to EHS credential
  - f. Maintain EHS credential
14. **Within five years of hire**, the employee must complete the following:
  - a. Renew Ohio Food Manager Certification



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**F. CITATIONS & REFERENCES**

**G. CONTRIBUTORS**

The following staff contributed to the authorship of this document:

1. Valerie Fletcher, Environmental Health Specialist in Training
2. Annmarie Butusov, Environmental Health Director
3. James Adams, Health Commissioner

**H. APPENDICIES & ATTACHMENTS**

Employee Training 800-009-P

Employee Credentialing 800-010-P

Position Descriptions and Competencies 800-019-02-P

Canton City Public Health Mission, Vision, and Values Statement

Canton City Public Health Strategic Plan 2020 (revision 6/25/2018)

PHAB Accreditation Version 1.5

Department of Health and Human Services Food and Drug Administration Voluntary National Retail Food Regulatory Standards, Standard 2

**I. REFERENCE FORMS**

N/A

**J. REVISION & REVIEW HISTORY**

| Revision Date | Review Date | Author           | Notes  |
|---------------|-------------|------------------|--|
| 07/06/2023    | 07/06/2023  | Annmarie Butusov | Changed verbiage from Food Service to Food Safety, Sanitarian to Environmental Health Specialist, updated Procedures & Standard Operating Guidelines to reflect current practices, updated appendices and attachments for reference. |

**K. APPROVAL**

This document has been approved in accordance with the “800-001-P Standards for Writing and Approving PPSOGFs” procedure as of the effective date listed above.