

# INDUSTRY BULLETIN

## for Florida's Foodservice Industry



**SUBJECT: FOOD SERVICE EMPLOYEE TRAINING AND MANAGER CERTIFICATION REQUIREMENTS**

Bulletin 2013-03

October 30, 2013

*This bulletin is provided to aid in compliance with Florida law, and is not intended to be legal advice. While care has been taken to ensure its accuracy, in the event of conflict, the actual statute or administrative rule will control.*

### FOOD SERVICE EMPLOYEE TRAINING

All food service employees of establishments licensed by the Department of Business and Professional Regulation (DBPR) must receive specific food safety training as required in section 509.049, Florida Statutes (F.S.) and must be certified every three years. Now is the time to verify your employees are in compliance. Violations can result in administrative penalties, including fines and license suspension or revocation.

#### FOR ALL DBPR LICENSED PUBLIC FOOD SERVICE ESTABLISHMENTS:

- Each food service employee must receive food safety training every three years using a DBPR-approved program. Approved programs are listed at [http://www.MyFloridaLicense.com/dbpr/hr/food-lodging/documents/fs\\_training\\_list.pdf](http://www.MyFloridaLicense.com/dbpr/hr/food-lodging/documents/fs_training_list.pdf).
- All operators must provide proof of employee food safety training upon request at the time of inspection.
- Proof of training for each food service employee must include: 1) name and date of birth of the trained employee; 2) date the training occurred; and 3) approved food safety training program used. If you do not have your own in-house proprietary program approved by DBPR, you must produce upon request of the division, original certificates from approved third-party providers as proof of training.
- The establishment may designate any certified food service manager to conduct the approved training program.

#### FOR ALL "THIRD-PARTY PROVIDERS" OF FOOD SERVICE EMPLOYEE TRAINING:

- "Third-party providers" as defined in section 509.013(10), F.S., means any provider of a DBPR-approved food safety training program that provides training or a training program to a public food service establishment not under common ownership or control with the provider.
- Third-party providers shall issue to a public food service establishment an original certificate for each employee certified by the provider and an original card to be provided to each certified employee. Each card or certificate shall be produced by the certified food service employee or the public food service establishment, respectively, in its *duly issued original form* upon request of the division. Photocopies are not acceptable and may violate copyright provisions.
- Third-party provider training certificates and cards must include the approved provider number assigned by the division and the certificate number of the certified food manager responsible for providing the training, in addition to the name and date of birth of the trained employee, date the training occurred, and approved food safety training program used.
- All food service employee training performed using a DBPR-approved third-party provider program or any training service which uses a DBPR approved third party provider program must be reported electronically to DBPR, in a format prescribed by DBPR, within 30 days of the certification or re-certification. The following information must be reported: name of the certified food service employee; employee's date of birth; name of the food service establishment; name of the certified food manager who conducted the training; date the training occurred; and date the employee food safety training 3-year certification expires.

#### "IN-HOUSE" PROPRIETARY TRAINING REPORTING EXEMPTION

A food service establishment training its own employees using its own in-house proprietary DBPR-approved program and using its own certified food manager(s) to provide the training is exempt from electronic reporting as well as the card and certificate requirements.

### FOOD SERVICE MANAGER CERTIFICATION

All food service managers responsible for the storage, preparation, display, or serving of foods must have passed an approved test demonstrating knowledge of basic food protection practices, and received a certificate attesting thereto, pursuant to section 509.039, F.S. Certification must be completed within 30 days of employment and is valid for five years. Proof of certification must be provided to the division upon request. Violations can result in administrative penalties, including fines and license suspension or revocation.

Accredited programs are listed at <http://www.myfloridalicense.com/DBPR/hotels-restaurants/food-lodging/food-manager/>

## FLORIDA DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

Rick Scott, *Governor*

Division of Hotels and Restaurants

Ken Lawson, *Secretary*