



Food Safety Training Plan Template

9 Feb 2026 / Merilyn Mellony

Complete

Score	51 / 54 (94.44%)	Flagged items	3	Actions	2
Conducted on				09.02.2026	
Prepared by				Merilyn Mellony	
Location				404 K St, Anchorage, AK 99501, USA (61.2183203, -149.9019286)	
Department/Team				Food Safety / Quality Department	
Role/Position				Food Safety Manager	

Flagged items & Actions		3 flagged, 2 actions
Flagged items		3 flagged, 2 actions
Food Safety Training Plan / Induction and Mandatory Training		
Does the induction cover risks and controls for sharp tools?		No
There is no discussion for risks and controls for sharp tools yet.		
<p>To do Assignee: SafetyCulture Staff Priority: Low Due: 16.02.2026 11:42 PST Created by: SafetyCulture Staff</p> <p>Include a discussion for risks and controls for sharp tools</p> <p>Add notes and information about risks and controls for sharp tools.</p>		
Food Safety Training Plan / Induction and Mandatory Training		
Does the induction cover burn risks and prevention measures?		No
There is no discussion for burn risks and prevention measures yet.		
Food Safety Training Plan / Role-specific Completion and Readiness / Kitchen Staff		
Has the staff member demonstrated correct cleaning and sanitizing procedures?		No
No staff member has demonstrated correct cleaning and sanitizing procedures yet.		
		
Photo 1		
<p>To do Assignee: SafetyCulture Staff Priority: Low Due: 16.02.2026 12:41 PST Created by: SafetyCulture Staff</p> <p>Assign a staff member.</p> <p>Assign a staff member to demonstrate the correct cleaning and sanitizing procedure.</p>		
Other actions	0 actions	

Food Safety Training Plan		3 flagged, 2 actions, 47 / 50 (94%)
Training Purpose and Scope		4 / 4 (100%)
Does the plan explain how training protects guests and the business?		Yes
Are clear objectives defined for compliance and performance?		Yes
Are all teams included, including kitchen, front of house, and receiving?		Yes
Is training tailored to role risk levels?		Yes
Induction and Mandatory Training		2 flagged, 1 action, 13 / 15 (86.67%)
Does the induction cover relevant workplace hazards?		Yes
Does the induction cover required Personal Protective Equipment (PPE)?		Yes
Does the induction cover proper handwashing procedures?		Yes
Does the induction cover illness reporting requirements?		Yes
Does the induction cover allergen awareness and controls?		Yes
Does the induction cover safe handling and use of cleaning chemicals?		Yes
Does the induction cover risks and controls for sharp tools?		No
There is no discussion for risks and controls for sharp tools yet.		
To do Assignee: SafetyCulture Staff Priority: Low Due: 16.02.2026 11:42 PST Created by: SafetyCulture Staff		
Include a discussion for risks and controls for sharp tools		
Add notes and information about risks and controls for sharp tools.		
Does the induction cover burn risks and prevention measures?		No
There is no discussion for burn risks and prevention measures yet.		
Does the induction cover slip, trip, and fall risks?		Yes
Were assessments or knowledge checks completed to confirm understanding?		Yes

Are mandatory certifications provided or arranged by the company?	Yes
Where required, have relevant employees completed mandatory certifications (i.e. food handler, allergen awareness, first aid)?	Yes
Are all certification records stored centrally, including completion and expiry dates?	Yes
Are refresher schedules defined for high-risk tasks?	Yes
Are refresher schedules defined for new equipment?	Yes
Skills Demonstration and Competency Verification	4 / 4 (100%)
Are critical hygiene tasks demonstrated by a trainer?	Yes
Does the staff member complete a return demonstration under observation?	Yes
Has coaching been provided where technique needs improvement?	Yes
Is competence documented for each role-specific task?	Yes
Non-compliance and Retraining Controls	4 / 4 (100%)
Are duties restricted when competence is not yet proven?	Yes
Is retraining assigned and completed where required?	Yes
Are repeat assessments conducted until standards are met on shift?	Yes
Are actions logged and progress tracked to closure?	Yes
Role-specific Completion and Readiness	1 flagged, 1 action, 22 / 23 (95.65%)

Use this section to assess whether the employee understands and can apply the requirements relevant to their role.

Complete only the areas that apply. Skip any sections that are not relevant.

Kitchen Staff	1 flagged, 1 action, 8 / 9 (88.89%)
Can the staff member consistently apply personal hygiene requirements during work activities?	Yes
Can the staff member correctly perform handwashing at required times?	Yes

Can the staff member correctly follow allergen control procedures?	Yes
Can the staff member identify and prevent cross-contamination risks?	Yes
Can the staff member correctly apply temperature controls for cooking?	Yes
Can the staff member correctly apply temperature controls for cooling?	Yes
Can the staff member correctly apply temperature controls for holding?	Yes
Has the staff member demonstrated correct cleaning and sanitizing procedures?	No

No staff member has demonstrated correct cleaning and sanitizing procedures yet.



Photo 1

To do | Assignee: SafetyCulture Staff | Priority: Low | Due: 16.02.2026 12:41 PST | Created by: SafetyCulture Staff

Assign a staff member.

Assign a staff member to demonstrate the correct cleaning and sanitizing procedure.

Is the staff member cleared to work independently on shift?	Yes
Front-of-House Staff	7 / 7 (100%)
Can the staff member apply food safety basics during service?	Yes
Can the staff member correctly follow illness reporting requirements?	Yes
Can the staff member correctly communicate allergen information to guests?	Yes
Can the staff member follow guest allergen disclosure procedures?	Yes
Can the staff member consistently follow hygiene requirements during service?	Yes
Has responsible service training been verified where	Yes

applicable?	
Is the staff member cleared to work independently on shift?	Yes
Receiving and Storage Staff	7 / 7 (100%)
Can the staff member correctly perform temperature checks at receiving?	Yes
Can the staff member correctly apply First-In, First-Out (FIFO)?	Yes
Can the staff member correctly apply date labeling requirements?	Yes
Can the staff member follow storage segregation rules?	Yes
Can the staff member identify damaged, expired, or unsafe deliveries?	Yes
Can the staff member accurately complete required documentation and record-keeping tasks?	Yes
Is the staff member cleared to manage receiving tasks independently?	Yes

Have all required training steps been completed?	Yes
Has all supporting evidence (i.e. records, assessments, certificates) been uploaded or filed?	Yes
Has the training plan been reviewed and approved by management?	Yes
Are next review dates and refresher timelines clearly documented?	Yes

Additional Comments**Inspector Signature**

Merilyn Mellony
09.02.2026 09:59 PST

Photo 2

Supervisor Signature (if applicable)

Media summary



Photo 1

Merilyn Mellony

Photo 2