



## Exempted Food Service Worker Training Instructions

This training is to be used for Food Service Workers who are exempt from the Food Handler card requirements outlined in the current New Mexico Food Regulations and as outlined below.

**Exemption 1:** Food Employees who only handle non-TCS foods are exempt, provided the permit holder (facility owner or designee) provides training and maintains record of training.

**Exemption 2:** Employees or volunteers who occasionally function as Food Employees are exempt, provided the permit holder (facility owner or designee) provides training and maintains record of training.

Examples include: restaurant hosts, teachers assisting with family-style dining, and nurses/therapists assisting patients.

**Exemption 3:** Food Employees, or volunteers working as Food Employees at Temporary Events, are exempted, provided that the permit holder (facility owner or designee) provides training and maintains record of training.

Instructions
<ul style="list-style-type: none"> <li>• To prepare for the training ensure you have the following materials available:               <ol style="list-style-type: none"> <li>1. Training Agenda</li> <li>2. Training sign in sheet</li> <li>3. Presentation (can be a printed version or done as a PowerPoint presentation)</li> <li>4. Training handout with presentation and notes for the trainer and each employee</li> <li>5. (if using PowerPoint) have proper equipment setup and tested</li> </ol> </li> </ul>
<ul style="list-style-type: none"> <li>• Fill out the sign in sheet as the trainer and check the sections that will be covered in the training. There are 4 sections in the presentation and are categorized as follows:               <p><u>Section 1:</u> Employee Health, Hygiene and Foodborne Illness <b>Required</b> for all food service workers who receive this training.</p> <p><b><i>For Sections 2-3b you only need to cover the slides that relate directly to your operation and the job functions the exempt food service worker may perform. See below for examples.</i></b></p> <p><u>Section 2:</u> Cross Contamination Prevention, Cleaning and Sanitizing Cover all slides that relate directly to your operation and the job functions the exempt food service worker may perform. <i>For example, if you do not serve any of the 8 major allergens, slide 25 does not have to be included in the training.</i></p> <p><u>Section 3a:</u> Basic Food Time and Temperature Control Cover all slides that relate directly to your operation and the job functions the exempt food service worker may perform. <i>For example, if you do not use time as a public health control, slide 31 does not have to be included in the training.</i></p> <p><u>Section 3b:</u> Advanced Food Time and Temperature Control Cover all slides that relate directly to your operation and the job functions the exempt food service worker may perform. <i>For example, if you do not cool foods, slides 35-36 do not have to be included in the training.</i></p> </li> </ul>



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| <ul style="list-style-type: none"><li>• Have each employee fill out their name, hire date and date of training on the sign in sheet.</li></ul>  |
| <ul style="list-style-type: none"><li>• Provide each employee with the training handout.</li></ul>  |
| <ul style="list-style-type: none"><li>• Conduct the training.<ul style="list-style-type: none"><li>○ Thoroughly cover each topic necessary utilizing the trainer notes provided.</li><li>○ Use the training agenda as a guide to cover the necessary topics related to the applicable sections selected.</li><li>○ Allow time for questions to ensure employees fully understand the information covered.</li></ul></li></ul> |
| <ul style="list-style-type: none"><li>• Finalize the Sign In Sheet by filling out the Trainer Name next to each employee name.</li><li>• File the Sign In Sheet in an organized and convenient manner. NMED will review the training record when conducting inspections.</li></ul>  |