

Contractor Name:

Fiscal Year:

ANNUAL STAFF TRAINING PLAN

Topic*	Format	Length	When Scheduled	Presented By	Intended Audience				Date Completed
					MOW Drivers	Dining Room Servers	Kitchen Staff/Volunteers	Other	
Total Hours of Training Planned: **									

*Minimum requirements for training topics include: Food Safety, HACCP Principles, Prevention of Foodborn Illnesses, Accident Prevention, Fire Safety, First Aid, Choking, Earthquake Preparedness, Emergency Procedures.

** Four hour (minimum) required for each paid staff or volunteer