



# Employee Handbook

## Personal Hygiene and Sanitation Lesson

# Welcome to the Always Poppin Crew

## Needs Analysis



The owner and his family members are the only people currently operating the stand-alone. The owner needs to have a training manual created to act as a guide job aid so the employee can complete the work shift with limited supervision.

## Goal Statement

The goal of this course for the Always Poppin popcorn stand is to ensure that employees acquire the necessary knowledge and skills to maintain a safe and hygienic environment for both them and the customers.

# Learning Objectives



## Personal Hygiene and Hand Hygiene:

By the end of this the employee will:

- Understand the importance of hand hygiene in preventing foodborne illnesses.
- Understand and demonstrate proper handwashing techniques.
- Recognize the significance of personal cleanliness in the food service industry.
- Comply with uniform and hair restraint policies.
- Report illnesses or health concerns promptly.



# Target Population



Age **16+**



Gender **Male and Female**

## Typical Identity of a Employee

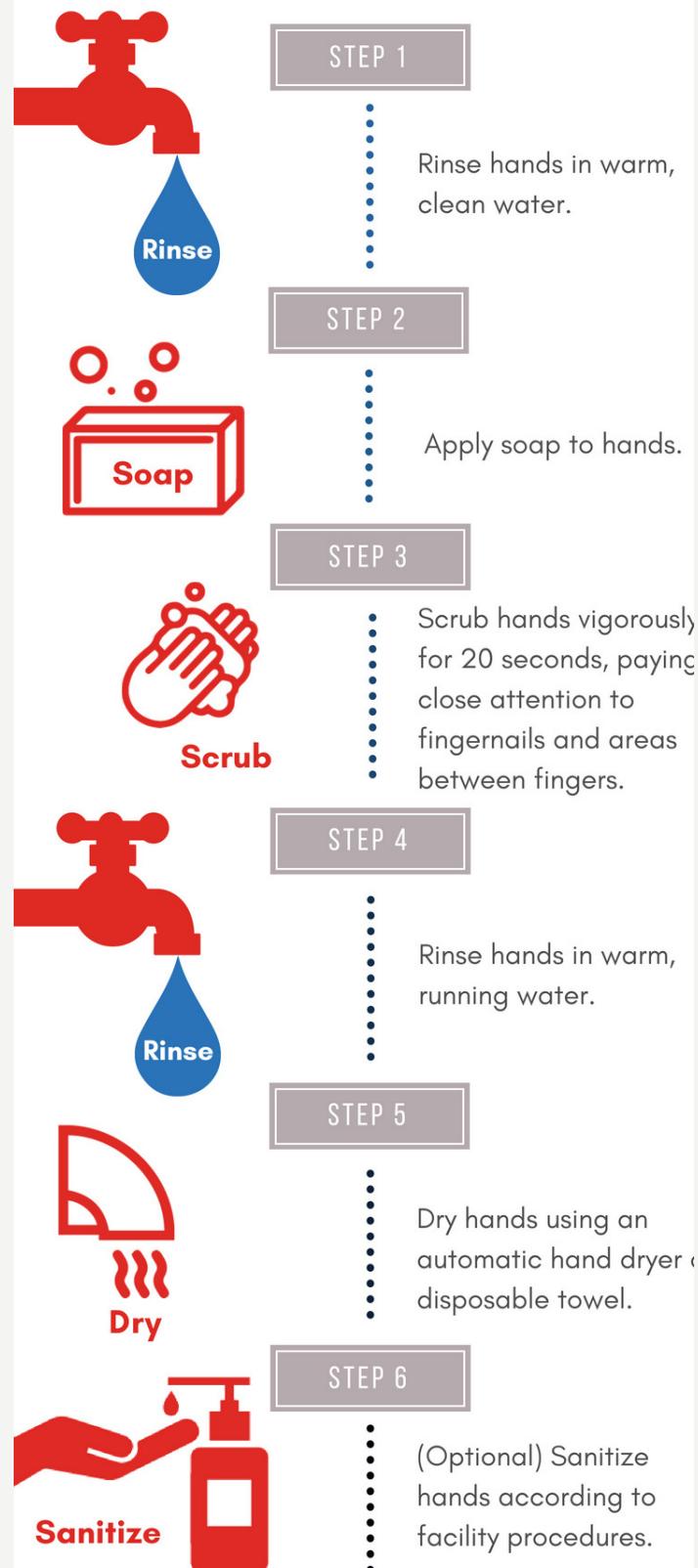
An Always Poppin' employee would typically be a younger person that are new to the workforce and developing all of these new skills and information about foodservice and working.



# Handwashing Guide



## PROPER HAND HYGIENE IN FOOD MANUFACTURING



# Instructional activities and materials



Read [Cleanliness Helps Prevent Foodborne Illness](#) (Obj 1)

Read "Why is Personal Hygiene So Important in Foodservice?"

Watch [Food safety coaching \(Part 1\): Handwashing](#)

Complete the hand washing quiz

Complete the Foodborne Illness quiz

## Instructional materials





# Course Map

## Course Objective

- Understand the importance of hygiene in preventing foodborne illnesses.
- Recognize the significance of personal cleanliness in the food service industry.
- Identify and report illnesses or health concerns promptly.

## Lesson Objective

- Provide proper handwashing techniques.
- Recognize what is the companies uniform and hair restraint policies
- Identify what illnesses or health concerns that could be risk to foodservice.

## Learning Activities

### Reading and Materials

available soon

[Food Safety and Sanitation](#)  
as a Microsoft PowerPoint Presentation

Handwashing diagram activity

Known health illness and that can cause cross contamination

foodborne illness chart

## Evaluation

### Quizzes

- Hand washing process
- Foodborne illness correlations



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