



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



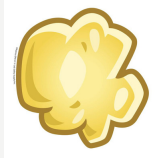
Personal Hygiene and Hand Hygiene:

By the end of this the employee will:

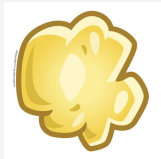
- Understand the importance of hand hygiene in preventing foodborne illnesses.
- Understand and demonstrate proper handwashing techniques.
- Recognize the significance of personal cleanliness in the food service industry.
- Comply with uniform and hair restraint policies.
- Report illnesses or health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



Target Population



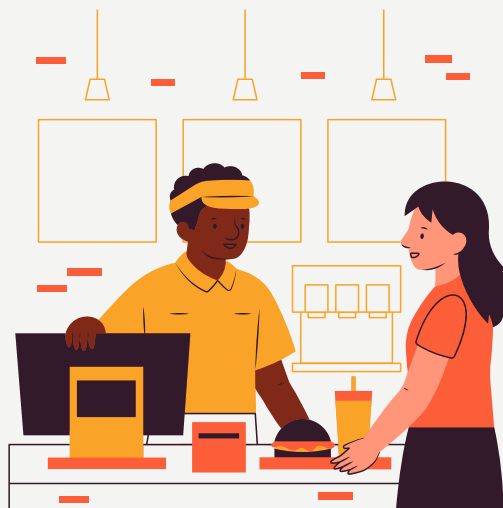
Age **16+**



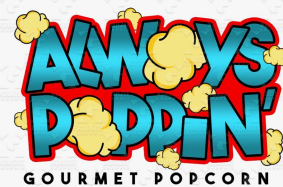
Gender **Male and Female**

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



For more information visit SafetySkills.com/hand-hygiene-food-manufacturing

Instructional activities and materials



Read “Cleanliness Helps Prevent Foodborne Illness” (Obj 1)

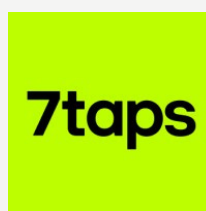
Read “Why is Personal Hygiene So Important in Foodservice?”

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

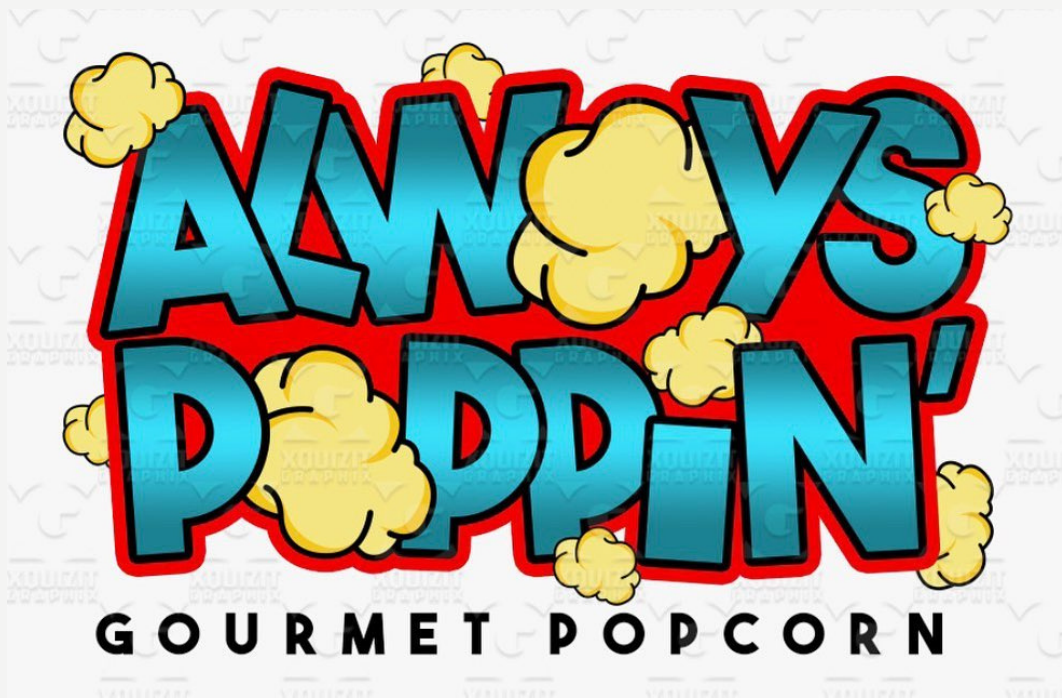
Known health illness and that can cause cross contamination

foodborne illness chart

Evaluation

Quizzes

- Hand washing process
- Foodborne illness correlations



Designed By:

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