

Basic Food Safety Training for New Employees Poster Instructor's Guide Farm/Packinghouse/Warehouse

The guidelines for food safety in the production, harvesting and packing of mangoes require that ALL employees receive food safety training.

The **Basic Food Safety Training for New Employees and Commitment Form** is a training tool developed to be used when employees are initially hired. This program is not a substitute for the more comprehensive training as provided in the Mango Industry Food Safety Training Kit (Mango-FSTK).

The poster illustrates 15 food safety areas in which employees must be trained upon hiring. The illustrations are presented in photos or icons. The commitment form has short, written descriptions of each of the areas on the poster. The poster and commitment form are intended to be used with employees at the time of hiring, prior to starting work. All materials are available in English and Spanish, Portuguese, and Haitian Creole.

How to use the Basic Food Safety Training for New Employees and Commitment Form:

1. When a new employee is hired, the employer shows the poster, icons or photos, to the employee.
2. With the employee looking at the poster, the employer reads, in a language the employee understands, from the commitment sheet the explanations of the 15 food safety areas illustrated on the poster.
3. The employee then signs a copy of the commitment sheet, which states that he or she received and understood the basic food safety rules for working in the production, harvesting, packaging and distribution of mangoes.
4. A copy of the signed sheet is given to the employee and the original is placed in the employee's file or in the company's food safety training documentation file.
5. The poster is kept by the employer for future training needs.
6. The basic food safety training posters can be displayed throughout the farm/packinghouse/warehouse as food safety reminders for all employees.

To order any of the materials visit the National Mango Board's website at: www.mango.org