The person in charge or permit holder must ensure all employees working with unpackaged food, food equipment or utensils, or food-contact surfaces have a Washington Food Worker CardWashington State Food Worker Card (FWC) within 14 days of hire. FWC must be issued by a local health department. FWC must be displayed, filed on site, or otherwise available for inspection at all times. Digital copies are acceptable.

Toolkit: Food Worker Card & Food Worker Training

Employers must provide food safety training to food employees without FWC **before** the employees begin duties. Documentation of training must be kept on file.

Use this document as a guide for training topics and proof of training for new employees who do not have a FWC before starting their duties. Work with your [local health department](https://doh.wa.gov/community-and-environment/food/local-food-safety-contacts) ([www.doh.wa.gov/localhealth](http://www.doh.wa.gov/localhealth)) for additional information or training resources.

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| **Section 1: Food Establishment & Employee Information** |
| **Establishment Name**      | **Date of Hire**      |
| **Trainer Name**      | **Title / Position**      |
| **Employee Name**      | **Title / Position**      |
| **Section 2: FWC Expiration Dates & Renewal Extension** |
| **Food Worker Card** | **Valid** | **Links** |
| **Initial** | Learn more at [www.doh.wa.gov/foodworkercard](http://www.doh.wa.gov/foodworkercard) | 2 years | Food Worker Card Training:[www.foodworkercard.wa.gov](http://www.foodworkercard.wa.gov) |
| **Renewal** | Within 60 days before current card expires | 3 years |
| Within 60 days before current card expires ***and*** with4 hours of additional training within the past 2 years | 5 years | Accepted additional food safety training:www.doh.wa.gov/AdditionalFoodSafetyTraining |
| * A FWC is still required if an employee has additional training
* Contact your [local health department](https://doh.wa.gov/community-and-environment/food/local-food-safety-contacts) to check eligibility for a 5 year card
 | Food Worker Card Manual:[www.foodworkercard.wa.gov/fwcmanual](http://www.foodworkercard.wa.gov/fwcmanual) |
| **Section 3: FWC Exemptions** |
| Some food employees are not required to have a FWC. Contact your local health department for more information. |
| **Facility Type & Exemption Conditions*** **K-12 Student Helpers (public and private)**: When periodically assisting with simple, supervised food handling
* **Temporary Food Establishments**: Only the person in charge is required to have a FWC
* **Adult Family Home Employees**: If meeting annual training exemption per WAC 388-112A
 |
| **Section 4: Employee Training Checklist** |
| Review the following key causes of foodborne illness with the food employee before they begin working with food. Adjust training topics to accommodate specific processes used in the establishment. |
| [ ]  | **Employee Health*** Explain what symptoms and diagnoses must be **reported** to the person in charge:
* Symptoms: diarrhea, vomiting, sore throat with fever, jaundice, inflamed wounds
* Diagnosed illness: *Salmonella*, *Shigella*, *E. coli* (“STEC”), hepatitis A, norovirus
* Exposure: workers exposed to illness *and* work in a facility serving a highly susceptible population (HSP)
* Explain when a food worker must be **excluded** from working in the food establishment:
* Diarrhea and vomiting: Food worker may not return until at least 24 hours after symptoms have resolved.
* Jaundice: Food worker may not return until approved by health department.
* Diagnosed foodborne illness: Food worker may not return until approved by health department.
* Sore throat with fever (if working in a HSP facility): Food worker may return when symptoms have resolved.
* Previous infection with Typhoid Fever (*Salmonella* Typhi) within the past 3 months.
* Explain when a food worker must be **restricted** from handling unpackaged food or clean/unwrapped utensils:
* Sore throat with fever: Food worker may return to full work when symptoms have resolved.
* Inflamed or pus-filled wound on the hand or wrist that cannot be covered.
* Persistent sneezing, coughing, or runny nose.
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| [ ]  | **Employee Hygiene*** Demonstrate proper handwashing procedure using soap, warm water, and single-use towels
* Show all designated handwash sinks
* Explain when hands must be washed, such as:
* Immediately before beginning food preparation
* Before putting on gloves to work with ready-to-eat food
* After using the bathroom
* After handling raw animal foods such as meats, poultry, fish, and eggs
* After touching the hair or face
* After coughing, sneezing, eating, drinking, or smoking
* After handling garbage, dirty dishes, or other activities that could contaminate the hands or gloves
* Demonstrate proper glove and utensil use to prevent bare hand contact with ready-to-eat foods
* Show or describe the types of ready-to-eat foods in the food establishment
 |
| [ ]  | **Safe Food Temperatures*** Demonstrate proper thermometer use
* Explain required holding temperatures:
* Cold holding: 41°F or below
* Hot holding: 135°F or above
* Explain final cooking temperatures for applicable menu items:
* 135°F: reheated commercially packaged foods (hot dogs, canned foods) for hot holding
* 145°F: eggs for immediate service, seafood, beef, pork
* 158°F: hamburgers, sausage, eggs for hot holding
* 165°F: poultry (chicken, turkey, duck), casseroles, animal foods cooked in a microwave, leftover foods reheated for hot holding
* Explain the date marking system used in the establishment
* Demonstrate proper thawing procedures used in the establishment
* Demonstrate proper cooling procedures used in the establishment
 |
| [ ]  | **Prevention of Contamination*** Discuss and demonstrate procedures for preparing and storing raw animal foods:
* Separation of raw meats from ready-to-eat foods
* Cleaning and sanitizing equipment used with raw animal foods
* Storage according to cooking temperatures
* Demonstrate proper methods to wash produce
 |
| [ ]  | **Cleaning and Sanitizing*** Demonstrate mixing sanitizer solution and testing concentration
* Explain when sanitizer must be used on food contact surfaces
* Demonstrate proper dishwashing procedures
 |
| [ ]  | **Food safety topics related to a specific duty or establishment*** Process for reporting complaints or injuries
* Diarrhea and vomiting clean-up plan toolkit
* Allergen notification and control procedures
* Equipment operation, including safety requirements:
* Other:
 |
| **Section 5: Signature** |
|                         |
| Trainer Signature Date | New Employee Signature Date |
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To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay)
or email civil.rights@doh.wa.gov.

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