



"Creating an excellent  
college experience"

<b>Date Issued:</b> May 31, 2011	<b>Policy Number:</b> 206
<b>Date Revised/Reviewed:</b> December 2016	
<b>Section:</b> Human Resources	
<b>Subject:</b> Food Handler's Permits	

## **Food Handler's Permit Policy:**

All employees of Dining Services must have a valid, current Food Handler's Permit within the first 30 days of employment. Managers must keep a copy of all employees Food Handler's Permits on file at all times. This file must be accessible in all operations at all times. If a manager is not available when the health inspector arrives, an employee must be able to show the inspector the file of Food Handler's Permits. An employee who fails to obtain a Food Handler's Permit within the specified time frame will be subject to disciplinary action up to and including termination.

### **Procedure:**

Classes are offered on a first come first serve basis. Registration begins 30 minutes before the start of class. Participants will be required to take a test once the class has been completed. The cost varies depending on the course chosen. Classes are offered every Monday from 3:30-5:00 in the Bear River Health Department Environmental Health Building, 85 E. 1800 N., North Logan

The food handlers test can also be taken online through multiple outlets listed on [www.brhd.org](http://www.brhd.org). The list of courses on this site is approved by the state of Utah. After the online test is complete, the participant will be given a digital certificate of completion. In two weeks the participant will receive a physical card to the mailing address they provide.

Upon completion of the class, provide a copy of the permit to the appropriate manager or supervisor.

Managers should use TC-1 to track Food Handler's Permits expiration dates to ensure all employee permits are up to date and valid.