



"Creating an excellent
college experience"

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Section: Human Resources	
Subject: 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. 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.