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*** with 4 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** | | |
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| 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](mailto:civil.rights@doh.wa.gov).

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