

Free ServSafe Certification Training for Health Care Workers

“Food safety training is a commitment, a mindset and a smart business practice for every restaurant and foodservice operation in our industry. Food safety training doesn’t end, however, once a manager earns certification. That’s where it begins — by implementing food safety practices on a daily basis. It is also critical that **every person** in an operation meets today’s food safety practice demands. The ServSafe program provides the resources to help keep food safety as an essential ingredient in **every meal**. ServSafe training is the one commitment to food safety implementation that we should all share **every day**.” – *National Restaurant Association*

This course is designed for the person who already has the basic food handler’s permit. It is a great perk for those employees interested in a career ladder in dietary services. The employer benefits by increasing employee awareness and understanding of the issues surrounding food preparation and handling.

Successful participants will receive ServSafe certification from the National Restaurant Association.

Seminar Topics

- Identify Bio, Chemical, and Physical Hazards
- How Bacteria and Viruses Reproduce
- Handling Potentially Dangerous Foods
- Employee Health and Hygiene
- Hazard Analysis Critical Control Points (HACCP)
- Purchasing and Receiving
- Storing and Preparing Safe Food
- Cleaning and Sanitizing
- Regulatory Agency Inspections

The course will be taught by David Becker, SYSCO Food Services of Seattle. This course is normally eight hours. *However, to accommodate the unique scheduling issues facing health care employers, we will be offering an intense four hour class that will require advance study.* Once registered, applicants will receive course study material in the mail. An employee needs to attend *only one* class. Classes are offered in the morning, afternoon and evening.

Tuition: FREE! - This is a \$125 course (including books) which will be paid by the Olympic Health Care Alliance grant.

Eligibility: Applicants *must* be employed by a health care or allied service organization

Locations: **Port Angeles – Olympic Medical Center – Sun Room**
Monday, Sept. 13th - Afternoon 1:00 pm to 5 pm **OR** Evening 6:00 pm to 10:00 pm
Tuesday, Sept, 14th - Morning 8:00 am to 12:00 noon.

Port Orchard – Washington Veterans Home, Retsil
Monday, Sept. 20th - Afternoon 1:00 pm to 5 pm **OR** Evening 6:00 pm to 10:00 pm
Tuesday, Sept. 21st - Morning 8:00 am to 12:00 noon

Application: See page three of this document. FAX forms to 360.337.5721 or mail to:
OWDC/Olympic Health Care Alliance
614 Division Street MS-23 Port Orchard, Washington 98366

APPLICATIONS MUST BE RECEIVED BY AUGUST 13, 2004



ServSafe Certification Training Application Guidelines

Applicants need to complete both the Enrollment Form and the Right to Complaint Form.

All applicants must be working in the US legally. If not a citizen, please include a photocopy of a green card or other appropriate documentation.

Each enrollment form must include the name of the applicant's supervisor or another appropriate person who can verify your employment.

Select only one class.

If you are interested in attending a class in Port Angeles, do not hesitate in applying. We want to make sure you get your course study materials in enough time so you can prepare for the class and test.

Your test will be sent to the National Restaurant Association for review.

You can fax 1) Enrollment Form, and 2) the Right to Complaint Form, and any other documentation if not a U.S. citizen to 360.337.5721.

Or mail it to:

Leif Bentsen
OHCA
614 Division Street, MS-23
Port Orchard, WA 98366

Questions: Call 360.337.4883



**Complaint Rights Form - Olympic Consortium
Workforce Investment Act
Notice of Right to File Complaint or Grievance**

Discrimination Complaint. The Olympic Consortium and its service provider agencies are prohibited from discriminating on the grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and for program beneficiaries only, citizenship and participation in Workforce Investment Act (WIA) programs.

You may file your discrimination complaint within 180 days of incident, directly with the Olympic Consortium, 614 Division Street, MS-23, Port Orchard, WA 98366, or Civil Rights Center, U.S. Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington, D C 20210. A copy of the complaint will be sent to Assistant Commissioner, Employment Security Department, Employment and Training Division, P.O. Box 9046, Olympia, WA 98507-9046, Attention: WIA Complaints.

EQUAL OPPORTUNITY IS THE LAW (29 CFR Part 37.30)

“It is against the law for this recipient of Federal financial assistance to discriminate on the following basis: Against any individual in the United States, on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief; and Against any beneficiary of programs financially assisted under Title I of the Workforce Investment Act of 1998 (WIA), on the basis of the beneficiary’s citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his or her participation in any WIA Title I-financially assisted program or activity.

The recipient must not discriminate in any of the following areas: Deciding who will be admitted, or have access, to any WIA Title I-financially assisted program or activity; providing opportunities in, or treating any person with regard to, such a program or activity; or making employment decisions in the administration of, or in connection with, such a program activity.

If you think that you have been subjected to discrimination under a WIA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either: the recipient’s Equal Opportunity Officer (or person whom the recipient has designated for this purpose); or the Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210.

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above).

If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you do not have to wait for the recipient to issue that Notice before filing a complaint with CRC. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient).

If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.”

Complaints Filed with the Olympic Consortium (Discrimination and WIA complaints). All attempts to resolve complaints will begin with an informal process between the complainant and local Consortium service provider staff at the Career Development Centers. If you wish to bypass an informal resolution, or the complaint remains unresolved after attempts at resolution, you may file a written complaint with the Director, Kitsap County Department of Personnel & Human Services (address above). Complaints not filed on the federal Complaint Information Form, will contain the following: name, address, phone number of complainant; the entity against or about which the complaint is made; the facts and circumstances giving rise to the complaint; a description of the WIA, contract, or WIA program that the complainant believes have been violated; the relief sought, and the signature of the complainant. Once received by the Consortium, the Consortium Director will issue a written response in 10 days. A hearing notice will be sent within 15 days of complaint receipt. A hearing will commence and a decision issued within 60 days of complaint receipt. If a decision is not issued by sixty (60) days, or you are dissatisfied with the decision, you may file a complaint with the state. A grievance is deemed to exist when there is an employee-employer relationship. Consortium procedures will be followed in lieu of employer procedures when designated.

For WIA Participants/Registrants, print name: _____

Initial here as proof of receipt: _____ Date: _____