

# Walpole Health Department Newsletter

October 2021



## Onboarding New Hires & Making Food Safety Part of Your Culture

Onboarding is the process of welcoming a newly hired team members. The purpose of the onboarding process is to teach new team members how to do their jobs successfully, and introduce them to the company's culture and procedures. It involves an orientation, paperwork collection, and training.

Be sure the Employee Reporting Agreement has been reviewed with all newly hired team members.

Employee Reporting Agreement can be found on the Walpole Health Department website. Link provided in the right column.

Onboarding can last anywhere from several days to several months. It can be part of a probationary period, meaning that continued employment is conditional on the employee performing well during their first few weeks.

### Approaches to Training

1. Educate – incorporate written food safety training information to the onboarding program. There are numerous quality online programs, videos and certification programs to use. Many are available in multiple languages. Support training efforts by providing written instructions, and checklists. Post food safety related job aids at work stations. Training resources can be found in the right column.
2. Shadow & Demonstration – shadowing knowledgeable team members is effective for onboarding new hires and to build up underperforming team members. Require trainees to demonstrate proper techniques before allowing them to work independently. Select trainers carefully! Be sure they are able to demonstrate proper procedures and provide accurate explanations.

### Training Resources,

### Job Aids and Employee Reporting Agreements

### Walpole Health Department

<https://www.walpole-ma.gov/board-of-health/pages/food-establishments-resources>

### Food Safety Training at the Workplace – Basics

(multiple languages)

### Videos

<https://www.mafoodsafetyeducation.info/>

Questions regard Hood Cleaning Frequency or a list of licensed providers contact the Walpole Fire Department

(508) 668-0260

<http://www.walpolefire.com/>

**Making food safety part of your establishment culture starts at the top!**

***Owners, Managers & Persons-in Charge:***

***Model Good Behaviors & Wash Hands***

Other strategies include:

- Provide ongoing food safety training for all staff.
- Provide required equipment and an easy to read, fast result digital food thermometer.
- Keep temperature logs.
- Inspect food upon arrival to be sure it's safe.
- Stay informed, sign up for recalls with suppliers.
- Conduct daily line checks and self-inspections.

Training resources, job aids, temperature logs and self-inspection checklists can be found at the Walpole Health Department site. See page one for website.



***A Restaurants Owners Guide to Exhaust Hood Cleaning*** by [HoodFilters.com](http://HoodFilters.com)

Exhaust hood systems play an important role in the restaurant kitchen, pulling heat, smoke, and odor away from cooking surfaces. This is for the protection of both employees and the restaurant facility itself, but over time, the greasy buildup inside hoods and ductwork can become a safety hazard of its own.

Protecting against this hazard requires regular and thorough cleaning of the exhaust hood, exhaust hood filters, and ductwork. Grease buildup inside the hood duct system is among the leading causes of restaurant fires, and proper maintenance and cleaning can drastically reduce this risk.

While restaurant employees are expected to clean the surfaces accessible over the cook line, including filters, of exhaust hoods as part of their normal hood cleaning procedures, the thorough cleaning outlined in NFPA 96 is to be carried out by trained, certified kitchen exhaust cleaning professionals.

Frequency of cleaning is determined by the Walpole Fire Department Regulations, based on volume of food cooked, type of cooking and fuel used.

The scope of this work should include:

- Disassembling, cleaning, and degreasing hoods, including hood filter tracts, grease troughs, and removable grease cups
- Removing roof and/or wall mounted fans from ductwork to degrease the base, shroud, and blades
- Inspecting exhaust fans for loose or worn-out fan belts
- Cleaning and degreasing all hood filters, hood parts and accessories, and replacing if necessary  
Cleaning all accessible parts of ductwork from exhaust fans to each individual hood.
- Applying food-safe polish to stainless steel ductwork
- Thoroughly cleaning all affected areas (remove plastic, mop, remove any debris, etc.)
- Providing a complete, detailed written report of all work performed, and deficiencies in the exhaust system, and recommendations for addressing any problems
- Attaching a certificate showing company name, person performing the work, and date of cleaning to each hood cleaned

Duct access doors will allow professional hood cleaners to perform a thorough “top to bottom” cleaning of the exhaust systems. Professional hood cleaning services will also have a strong understanding of NFPA 96 requirements, and should be able to help restaurant owners and managers make sure their equipment is up to date, functioning properly, and meeting standards for compliance.

Certified professional hood cleaning is a necessity for any commercial cooking operation, both to reduce the risk of fire and avoid noncompliance. Most reputable hood cleaning services will be happy to walk you through their procedures, provide “before and after” photos, and work with restaurant management to ensure safety and compliance.

To ensure the safety of staff and patrons against dangerous building fires, make sure to have all hoods properly cleaned at the recommended frequency.