

# Certevia® Food Manager Certification Course Outline

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**Certevia Education Programs**  
**1-800-767-8193 Certevia.com**

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## **How to Prevent Contamination and Cross-Contamination**

- Protect food packaging and food contact surfaces from contamination
- Verify no bare-hand contact for ready-to-eat foods
- Ensure food is stored properly
- Avoid "foot traffic" and non-essential staff in food preparation areas
- Dispose of waste properly

## **Ensure Personal Hygiene and Employee Health**

- Create employee health policies
- Proper hand washing and hygiene
- Employee behaviors related to smoking, eating, and drinking
- Proper glove use
- Proper storage of employee personal belongings (medicines, etc.)

## **Actively Manage Controls in a Food Establishment**

- How to Implement a food safety plan
- How to train food establishment staff (new, reassigned, refresher training)
- How to recognize a foodborne illness
- How to develop a food allergen plan
- How to Ensure regulatory compliance of your establishment
- Implementation of crisis management plans

## **Monitor the Flow of Foods**

- Proper purchase and receive products
- How to store and display food products
- How to serve foods and manage the self-service of foods
- Manage the transportation and delivery of foods (e.g. satellite kitchen)
- How to monitor foods as they are prepared

## **Product Times and Temperatures**

- Maintain temperature measuring devices (thermometers)

- Manage food product time and temperatures controls

### **Cleaning and Sanitizing**

- How to develop cleaning and sanitizing procedures
- How to store and maintain cleaning and sanitizing materials, tools and products
- How to implement cleaning and sanitizing procedures in the establishment

### **Managing the Physical Facility Design and Maintenance**

- Develop plans for facility design and maintenance
- Maintain water supply and waste disposal systems
- Maintain adequate ventilation
- Maintain lighting on food preparation and storage areas
- Obtain and maintain equipment and supplies

### **Prevent and Control Pests such as Insects & Rodents**

- Implementing pest control prevention