

## HID

How It's Done: BRF Required Certifications

Department: ALL Stores and Staff

Last Updated: 06/24/2015

Subject: Required Certification

HID#: 008

### PURPOSE

To ensure that our staff has the required training, credentials and certification for their current position

### RESPONSIBILITY

Each store will maintain certification records for complete staff; It is up to each Manager to monitor expiration dates of their current staff, arrange class attendance, give ample re-certification notice to current employees and remove non-compliant staff members from the schedule.

When an employee has been certified, the expiration dates will be uploaded to their ADP employee record and copies of certification cards are sent to the individual stores. Request for current staff certification record report can be sent to [iva.townsend@bigredf.com](mailto:iva.townsend@bigredf.com)

POSITION	CERTIFICATION/COURSE
Server	TIPs [required for alcohol service]
Bartender	TIPs [required for alcohol service], Food Handler
Support Staff [Host, Expo, Food Runner, Door Staff]	TIPs
Shucker	TIPs [required for alcohol service], Food Handler
GM/AGM/Bar Manager	TIPs [required for alcohol service], First Aid/CPR, ServSafe, Aloha
Hourly Floor Manager	TIPs [required for alcohol service], First Aid/CPR, Food Handler, Aloha
Chef/Sous Chef	First Aid/CPR, ServSafe
Line Cook/Prep Cook	Food Handler

### CERTIFIED BY WHEN? TIMELINE FOR CERTIFICATIONS

TIPs = 3 year certification

- a. Server/Bartender: *certification required prior to 1<sup>st</sup> scheduled solo shift*
  - i. If employee can produce a physical valid certification card, they are exempt with signed "How to Serve Alcohol at BigRedF" Form. Scan and email copies of both to [iva.townsend@bigredf.com](mailto:iva.townsend@bigredf.com)
- b. Support Staff and Managers: *within 30 days of hire*

Aloha: *course completion required within 7 days of hire*

Food Handler = 3 year certification: *certification required within 30 days of hire*

ServSafe = 5 year certification: *certification required within 30 days of hire*

First Aid/ CPR = 2 year certification: *certification required within 90 days of hire*

### HOW TO REGISTER FOR CLASSES?

- > TIPs and Servsafe courses are current on BRF Training Calendar – attendees should be added to the 'description' section of the calendar invite at least 5 calendar days before the scheduled class
- > Food Handler Classes require minimum of 5 participants and is scheduled with Joe Self [joe@self-solutions.com](mailto:joe@self-solutions.com)

- > Aloha Manager training is scheduled by Director of Operations and/or hiring manager
- > First Aid/CPR courses are offered by American Red Cross, follow the instructions below to register for a course:
  - CLICK this link: <http://www.redcross.org/ux/take-a-class>
  - Enter your preferred location and select the class type: First Aid/CPR/AED
  - The site will churn out a calendar of classes for you to choose from; Classes taught in Spanish also appear on the calendar.
  - Please sign yourself up for an Adult First Aid/CPR/AED course
  - Submit the receipt to accounting for reimbursement
  - Email [iva.townsend@bigredf.com](mailto:iva.townsend@bigredf.com) a copy of your certification card