

NEW YORK STATE OFFICE FOR THE AGING

2 Empire State Plaza, Albany, NY 12223-1251

Andrew M. Cuomo, Governor
An Equal Opportunity Employer

Greg Olsen, Acting Director

INFORMATION MEMORANDUM

Number 16 - IM -01

Supersedes

Expiration Date

DATE: May 16, 2016

TO: Area Agencies on Aging Directors
Nutrition Coordinators
Registered Dietitians
Meal Site and Kitchen Managers

SUBJECT: Food Safety and Sanitation Training 2016

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PURPOSE: The purpose of this IM is to provide information about the annual food safety and sanitation training, confirm the training schedule and transmit registration instructions.

BACKGROUND: The New York State Office for the Aging (NYSOFA) and the New York State Department of Health (NYSDOH) Bureau of Community Environmental Health and Food Protection will offer regional Food Safety and Sanitation training at six locations this year. New this year, ServSafe® Food Safety Program for Managers will be provided at 4 training sessions. <http://www.servsafe.com/manager/food-safety-training-and-certification>

NECESSARY ACTION: Please register online using the link listed below each training location by **Wednesday, June 8, 2016**. Each AAA can register 2 participants for ServSafe®. **Class sizes are limited and on a first come, first serve basis.**

TRAINING SCHEDULE: Training locations are listed on the following pages. The 2 NYC training sessions will start at 9:00 am and end by 4:00 pm. The 4 ServSafe® training sessions are scheduled to begin at 8:00 am and end by 5:00 pm. ServSafe® participants will receive class materials in the mail prior to the training date. These

materials must be reviewed and then brought to the in-person training. The certification exam will be held at the end of the training session. Please note that no food or drink will be served. Training staff will have information on nearby eateries for lunch. Dress attire is business casual. Expenses incurred by staff to attend these workshops are allowable under Title III-C or WIN.

WHO SHOULD ATTEND: The training sessions are designed for AAA staff responsible for oversight of their nutrition program, registered dietitians, program cooks and those who train food preparers and handlers. ServSafe® course participants must attend the full session and pass the exam to receive certification.

TRAINING CONTENT: Training will be conducted by NYSDOH Principal Sanitarian, Amy Mears, MS, RD.

ServSafe® Course Location	Food Safety and Sanitation Location
7/6/2016- Monroe County 7/7/2016- Tompkins County 7/20/2016- Renssealer County 8/2/2016- Essex County	8/9/2016- NYC 8/10/2016- NYC
Agenda	Agenda
7:30-8:00 Registration	8:30 Registration
8:00-8:20 Introductions, Class Overview	9:00 Welcome, Introductions and Pre-test
8:20-8:50 Providing Safe Food	Foodborne Illness Update
8:50-10:00 Forms of Contamination (includes a 15 minute break)	Recent Foodborne Illness Outbreaks in NYS: Preventative Strategies and Lessons Learned
10:00-10:30 The Safe Food Handler	Food Recall Notices
10:30-11:00 The Flow of Food: An Introduction	Food Safety (Part I)
11:00-11:30 The Flow of Food: Purchasing, Receiving and Storage	12:00 Lunch on your own
11:30-12:30 Lunch on your own	1:00 Q & A on specific NYSOFA Food Safety Issues
12:30-1:30 The Flow of Food: Preparation	Food Safety (Part II)
1:30-2:15 The Flow of Food: Service (includes a 15 minute break)	Food Safety Bingo
2:15-2:45 Food Safety Management Systems	Reduced Oxygen Packaging(ROP)
2:45-3:30 Sanitary Facilities and Pest Management	Hand washing with Glo-Germ Kits, Challenge
3:30-4:00 Cleaning and Sanitizing	What's in the Bag? Exercise
4:00-5:00 Exam	Thermometer Calibration Station
5:00 Adjourn	3:30 Post-test and Evaluation
	4:00 Adjourn

TRAINING LOCATIONS: **ServSafe Trainings

1. **Wednesday, July 6, 2016 Rochester (Monroe County)

Register: <https://www.surveymonkey.com/r/PNZCSDQ>

Monroe Community Hospital
Brass Chandelier Room
435 East Henrietta Rd.
Rochester, NY 14620

Parking: Map available for download: <http://www.monroehosp.org/directions.asp>

2. **Thursday, July 7, 2016 Ithaca (Tompkins County)

Register: <https://www.surveymonkey.com/r/X7BRN57>

Tompkins County Public Library
101 East Green Street
Ithaca, NY 14850
(607) 272- 4557

Parking: Paid parking available in Green Street garage on left side, directly across from the library; also parking available in Cayuga Street garage, directly behind library. The training entrance is to the left of the main entrance in the back of the building, look for a green canopy.

3. **Wednesday, July 20, 2016 Troy (Rensselaer County)

Register: <https://www.surveymonkey.com/r/X9G8LPJ>

Troy Hilton Garden Inn
235 Hoosick Street
Troy, NY 12180
(518) 271-1700

Parking: Hotel parking lot is around the back of the hotel

4. **Tuesday, August 2, 2016 – Lake Placid (Essex County)

Register: <https://www.surveymonkey.com/r/XDCBFHX>

Conference Center at Lake Placid
2608 Main Street
Lake Placid, NY 12946
Rm: North Elba (ground level)
(866)275-2243

Parking: Municipal parking lot is located across the street from the conference center. It is \$5 a day.

5. Tuesday, August 9, 2016 — Manhattan (New York City/County)

Register: <https://www.surveymonkey.com/r/X27WSD7>

New York State Department of Health
90 Church Street, 4th floor room 4 CR-A/B
New York, NY 10007
Contact person: Susan Stanford (212) 417- 4114

Photo ID is required to enter the building. Please remember to bring work ID.
No food or drink is permitted in the training room.

6. Wednesday August 10, 2016 – Manhattan (New York City/County)

Register: <https://www.surveymonkey.com/r/X2B76TG>

New York State Department of Health
90 Church Street, 4th floor room 4 CR-A/B
New York, NY 10007
Contact person: Susan Stanford (212) 417- 4114

Photo ID is required to enter the building. Please remember to bring work ID.
No food or drink is permitted in the training room.

PROGRAMS AFFECTED:

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| <input type="checkbox"/> Title III-B | <input checked="" type="checkbox"/> Title III-C-1 | <input checked="" type="checkbox"/> Title III-C-2 |
| <input type="checkbox"/> Title III-D | <input type="checkbox"/> Title III-E | <input type="checkbox"/> CSE |
| <input checked="" type="checkbox"/> WIN | <input type="checkbox"/> Energy | |
| <input type="checkbox"/> EISEP | <input type="checkbox"/> NSIP | <input type="checkbox"/> Title V |
| <input type="checkbox"/> HIICAP | <input type="checkbox"/> LTCOP | |
| <input type="checkbox"/> Other: | | |

CONTACT PERSONS:

Jenifer O’Keefe, M.S., R.D.
Email: Jenifer.Keefe@aging.ny.gov

TELEPHONE (518) 408-1197

Druid Montgomery, M.S., R.D.
Email: Druid.Montgomery@aging.ny.gov

TELEPHONE (518) 473-3387