

Product: Clemson Ice Cream

Plant Name: Clemson's '55 Exchange Creamery

Address: Creamery, Newman Hall, Clemson, SC 29634

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TRAINING PROGRAM

Who:

- The production manager trains all employees who work in ice cream production.
- The faculty advisor will be in production a minimum of once a semester, within the first month.

When:

- At the start of employment of production staff
- Annually for refresher training
- As changes are made to personnel practices/procedures
- As needed for retraining if employee puts food safety at risk (monitored through the personal practice form)

What:

- Before the first day of work, employees will be required to read the production-training manual. Then the production manager will train verbally and by hands-on demonstration during an ice cream production.

How:

- Employees read the SOP program before training occurs and will be required to read and understand GMP requirements
- Employees may be verbally assessed for understanding of GMP requirements.
- Assess the trainee's understanding by observing as he/she performs the duties.

How To Write Training Documentation

M Carnoy



How To Write Training Documentation:

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