

**Product:** Clemson Ice Cream

**Plant Name:** Clemson's '55 Exchange Creamery

**Address:** Creamery, Newman Hall, Clemson, SC 29634

**Issue Date:** 8/19/2016

**Supersedes:** 7/20/2016

## **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 Do A Training Manual

**IM Harris**



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