

<p style="text-align: center;">POLICY OF</p> <p style="text-align: center;">STATE OF DELAWARE</p> <p style="text-align: center;">DEPARTMENT OF CORRECTION</p>	<p style="text-align: center;">POLICY NUMBER</p> <p style="text-align: center;">14.2</p>	<p style="text-align: center;">PAGE NUMBER</p> <p style="text-align: center;">1 of 2</p>
<p>CHAPTER: 14</p>	<p>RELATED ACA STANDARDS: Section C 2-CO-4C-01, 4-4313, 4-4322, 4-4323, 4-4324, 4-4325, 4-4326, 4-4327, 4-4328,4-4329</p> <p>SUBJECT:</p> <p>SERVSAFE CERTIFICATION</p>	
<p>APPROVED BY THE COMMISSIONER:  5/18/15</p>		
<p>EFFECTIVE DATE:</p>		

- I. AUTHORITY: 29 Del. C. 89 § 8903 (4)(5)(7)
- II. PURPOSE: To establish policy and procedure for the Food Services (FS) unit and Central Supply Warehouse (CSW) for completion and retention of ServSafe certification from the National Restaurant Association Education Foundation (NRAEF).
- III. APPLICABILITY: All FS and CSW employees.
- IV. POLICY: To ensure that all FS and CSW employees become ServSafe certified within six months of initial hire, and maintain certification while employed.
- V. PROCEDURES: The initial ServSafe course must be successfully completed with a minimum 75 percent score and is valid for five years. A one-day refresher course is required every five years after initial certification. In extreme circumstances, and with the approval of the Food Service Quality Control Administrator, an employee may be provided an extension when the course cannot be scheduled within the established timeframe. If such an extension is necessary, employees are required to provide a written request to the Food Service Quality Control Administrator prior to the expiration of their certification.

The initial and refresher ServSafe course will be provided by the Department or approved designee at no cost to the employee. This includes both the training materials and the exam. Overtime will be paid in accordance with FLSA during the initial and refresher training. Upon completion, certificates will be obtained by the instructor and provided to the employee. The instructor shall forward copies of the certificate to Human Resources for placement in the employee's personnel file. The Employee Development Center (EDC) will be notified to update the Training and Education Development System (TED).

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If an employee fails to pass the exam, the obligation to enroll in and pay for another ServSafe course will be the responsibility of the employee. Certification must be obtained within four months of written notification by the employee's Regional Director or Warehouse Supervisor.

An employee may obtain the ServSafe exam as follows:

1. Go to www.servsafe.com.
2. Click on the Purchase Materials section (highlighted in blue).
3. Click on the Training Materials and Textbooks section.
4. Click on the ServSafe exam answer sheet, single.
5. Place the item in your shopping cart and purchase.
6. You must establish a username and password to place an order on the website.

The Regional Food Service Director or Warehouse Supervisor will be responsible for enforcing this policy and will report any deficiencies in writing to the Food Service Quality Control Administrator. Performance Plans will reflect this competency as a performance standard.