



## **Enforcement of Food Handler Permit and Record Keeping Requirements for Food Establishments**

### ***Enforcement***

The Lincoln-Lancaster County Health Department (LLCHD) considers a violation of Food Handler and/or Food Manager Permits a critical violation which will result in enforcement action. The requirements are:

- Each establishment must have a person in charge who has a Food Protection Manager Permit (or a Restricted/Shift Food Manager Permit when applicable).
- Each employee must have a food handler permit within 30 days of employment.
- Employee food handler records must be kept current.
- A Serve/Clean Food Handler may not prepare potentially hazardous foods.

### ***Record Keeping Requirements***

The Lincoln Food Code requires the owner, supervisor, or designee to maintain records of all employees by date of hire, type of food handler or manager permit, permit number and permit expiration dates. This record may be kept on forms prepared by the food establishment or on those provided by the LLCHD and must be available at the facility for review during LLCHD inspections.

### ***Food Protection Manager Permit - 3 year permit, \$30***

The Lincoln Food Code requires that at least one person in charge of an establishment that serves potentially hazardous foods at each permitted site have a Food Protection Manager. This three-year permit may be obtained by submitting a copy of your certificate showing successful completion of an approved certified exam, completing an application, and paying a \$30.00 fee. "ServSafe," "Thomson Prometric," and "National Registry of Food Safety Professionals" are approved exams for managers.

For assistance in locating a Food Protection Manager training class, please contact the Food Handler Education Staff at 441-6222 or 441-6280.

Once a "ServSafe," "Thomson Prometric," or "National Registry of Food Safety Professionals" certificate is issued, the Food Manager must bring the certificate to the LLCHD for a Food Protection Manager Permit (\$30).

Permitted food establishments that desire to have a single Food Protection Manager Permit holder in charge of more than one establishment may make a written request to the Health Director for such consideration.

### ***Restricted/Shift Manager Permit - 2 year permit, \$20***

Any permitted food establishment that does *not* prepare and/or serve potentially hazardous foods is required to have a person in charge with a Restricted/Shift Manager Permit. (Examples of these positions are bar managers, coffee shop managers, bakery managers and ice cream shops.) Establishments may choose to have a Shift Manager on duty when the Food Protection Manager is not present. Permits can be obtained by attending a Restricted/Shift Manager class offered by the LLCHD or other source approved by the LLCHD.

### ***Prep/Cook Food Handler Permit - 2 year permit, \$20***

The Prep/Cook Food Handler Permit is required of all staff who prepare or cook potentially hazardous foods. This permit is for chefs, cooks, salad prep staff, buffet line staff, deli staff, staff at fast food establishments, and convenience store clerks who prepare food such as hot dogs. Prep/Cook Food Handler Permits can be obtained by attending a Prep/Cook Food Handler class offered by the LLCHD or other source approved by the LLCHD.

### ***Serve/Clean Food Handler Permit - 2 year permit, \$20***

The Serve/Clean Food Handler Permit is required of all employees of a food establishment who do not prepare or cook food or who work in establishments that do not prepare or serve potentially hazardous foods. This permit is for bussing staff, dishwashers, wait staff and convenience store workers who do not prepare or cook potentially hazardous foods, bartenders, hosting staff, cashiers, baristas, delivery staff, and bakers. Serve/Clean Food Handler Permits can be obtained by attending a Serve/Clean Food Handler class offered by the LLCHD or other source approved by the LLCHD.

### ***Food Handler Class Schedules and Special Needs***

Food handler training class schedules are sent quarterly to every Lincoln food establishment.

Assistance will be provided to food handlers with special needs. Special needs include interpreters for people whose hearing is impaired, translation of foreign languages, or reading assistance. LLCHD must be notified in advance when assistance is needed.

### ***Approved In Services***

Establishments with a good record of sanitation may apply to conduct their own food handler training program with an Approved In Service contract. Call for information.

If you have any questions, or need more information, please contact the  
Food Handler Education Coordinator, at 441-6222.