STAFF/VOLUNTEER ANNUAL TRAINING LOG

YEAR: _____

All staff/volunteers must sign the Confidentiality Agreement and complete Civil Rights training *annually* . There must be at least one person-in-charge with a valid Food Handler's Card on site *at all times* . Any staff/volunteers without a Food Handler's card must watch the food safety video *annually* (links below).

Confidentiality Agreement : I pledge to create an environment of courtesy and respect to all we serve. I will refrain from gossip and keep all information heard or observed about clients, staff or donors confidential. While performing services, I am bound by laws and policies which protect the privacy of client information. I agree to keep this information in the strictest confidence.

Name	Confidentiality Agreement Signature (Sign below to agree to the statement)	Civil Rights Training Training Date	Food Safety Video Training Date	Food Handlers Card Expiration Date (at least 1 onsite)

Food Safety Training videos: https://ofbportals.oregonfoodbank.org/home/trainings/fundamentals/food_safety

Civil Rights training video: https://ofbportals.oregonfoodbank.org/home/trainings/fundamentals/civil_rights