



# Food Manufacturing Fundamentals





# We make better futures happen.

LTC is proud to launch our NEW Virtual Campus! Responding to the needs of jobseekers, employers and new business owners, your online campus learning is designed to be convenient, on-demand and effective.

Food Manufacturing Fundamentals is an online and in-person blend of education that will be your launchpad into a career in food. One in eight Canadians works in the food and beverage industry from farm to fork. The backbone of the Canadian economy is the small and medium-sized businesses that make up the food and beverage industry. We are also a country of innovators and we celebrate and support new entrepreneurs.

Whether you are a job seeker, new hire or new business owner. The courses in this program provide the knowledge gains and competencies necessary to produce safe food for Canadians.

London Training Centre (LTC) provides innovative, effective and integrated training opportunities for people who need new skills to enjoy the success that comes with employment, independence and self-reliance.

Your success starts here.

*David Corke*

Executive Director  
London Training Centre





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## In-Person Learning Courses

### Worker Health & Safety Awareness

This course is a general introduction to workplace health and safety. It focuses on workplace health and safety rights and responsibilities of workers, supervisors and employers.

### Safe Food Handler Certification

In partnership with the Middlesex-London Health Unit, this program meets the requirements of the Food Premises Inspection and Mandatory Food Handler Training By-laws.

Certificates are valid for 5 years from date of issue

### Customer Service Training

This program focuses on a number of customer service skills that are applicable to all industries. Our program is concentrated on how to be a customer service professional who goes above and beyond in order to generate business and drive customer loyalty.

### WHMIS

This course provides a general understanding of the safe and efficient handling of hazardous products in the workplace. This course meets the requirements for WSIB and OHS.

### Standard First Aid & CPR Level C + AED

Provided in partnership with the Canadian Red Cross this course is WSIB certified for all workplaces in Ontario.



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## Online Courses

Your online courses have been developed allowing you to start...stop...resume or start at the beginning again. Courses are interactive and engaging. You can test your knowledge at the end of each chapter before you take your final test. A score of 70% is required to successfully complete each course and earn a nationally recognized certificate.

### MODULE ONE

#### I Am Food:

#### Introduction to the Food & Beverage Manufacturing Industry

5 Hours

I AM FOOD introduces participants to the Canadian Food & Beverage Industry and the greatest strength of the industry, the people who work within it. The Canadian food industry is the largest manufacturing sector in Canada. With enormous natural resources from coast to coast. Participants embark on a journey of discovery of how important the food industry is to Canada and all Canadians.

By the end of this course, you will:

- Understand Canadian food & beverage processing industry.
- Understand Canada's diverse workplace
- Review food processing across Canada and identify the industry's important economic position.
- Learn about the size of the Canada industry workforce
- Learn about immigration to Canada and how it affects the workforce
- learn that there are transferable skills and work experience which are applicable to the industry
- Identify the role of governments to promote food safety and protect the Canadian public
- Identify food safety responsibilities of government, businesses and employees

### MODULE TWO

#### Good Manufacturing Practices (GMPs)

2 Hours

This course teaches the knowledge and skills necessary to understand how GMPs support the safe manufacturing of food and beverages and how to successfully implement GMPs in the workplace.

Once you have completed this introductory course of Good Manufacturing Practices, you will be able to understand and have the skills to:

- Define GMPs and understand how they support Food Safety Program
- Identify Food Safety Hazards and understand how Food Workers can both positively and negatively influence Food Safety and safe food production
- Know your role as a Food Worker in producing safe food using personal GMPs
- Know exactly what to do to practice GMPs by studying the "DOs" and "DON'Ts" regarding personal Cleanliness and Conduct
- Identify and report symptoms of food borne illnesses
- Understand both how and why to wash your hands and whether or not to glove in a food production facility



## **MODULE THREE**

### **Food Spoilage and Food Safety**

#### **5 Hours**

This course is designed to educate candidates on all of the factors involved in managing food spoilage and food safety and to encourage their active participation in the development of a food safety culture within the production environment.

At the end of this Food Safety and Food Spoilage course, the participants will have the knowledge and skills to be able to:

- Identify potential food safety risks in the workplace
- Support a company's food safety culture
- Understand basic microbiology, and food hazards
- Identify the importance of a food safety management systems
- Identify the causes of and factors involved in managing food spoilage and food safety
- Basic knowledge of allergens, food additives and nutrients, food processing aids, preservatives, shelf life information and product dating and labelling processes
- Monitoring and verification procedures and documentation
- Control of incoming products, cleaning and sorting contamination control, storage practices, time and temperature control, foods and ingredients to monitor
- Understand how production personnel can help to ensure food is unspoiled and safe



## **MODULE FOUR**

### **Sanitation Level I**

#### **2 Hours**

This course provides a functional knowledge of sanitation programs from start to finish. Covering chemical safety, cleaning practices, the purpose of sanitation and the importance of the role that employees play in this process.

After completing this course, you will understand:

- Explain the purpose of the cleaning and sanitizing task;
- Describe the wet cleaning and sanitation steps;
- Describe the dry cleaning and sanitation steps;
- Explain how to choose and prepare cleaning and sanitizing chemical products;
- Apply safe handling of chemical products;
- Describe the appropriate storage of chemical products.

## **MODULE FIVE**

### **Allergens Level I**

#### **2 Hours**

This course highlights the importance and impact of allergens on consumer safety as well as why allergen awareness and management are a key food industry concern. Learn the causes and effects related to food allergens, the issues associated with managing and prevention of unwanted food allergens.

After completing this course, you will understand:

- Describe the impact of allergens on food safety
- List the priority allergens in Canada and the United States
- Distinguish common myths from facts about allergens
- Explain the labelling requirements for allergens
- Explain how to control risk of undeclared allergens
- Apply allergen management program requirements, HACCP, PCP

## **MODULE SIX**

### **Lock Out - Tag Out**

#### **1 hour**

Everyone in the workplace, from the employer to the newest worker, has different but important duties to keep the workplace safe. Because employers have the most authority in the workplace, they have the greatest responsibility but it's important for your own safety that you understand everyone's health and safety duties, including yours.

Preventing injuries and illnesses at work starts here, with the things you learn in this course, but it doesn't end here. One of your employer's duties under the Provincial Health & Safety Act is to give you specific information and instructions about how to stay safe on your job.

What you learn from this program will help you start to understand those instructions. We hope you will use what you learn here every day of your working life.





## MODULE SEVEN

### Standard Operating Procedures (SOPs) and Sanitation SSOPs

#### 2 Hours

This course covers the background and understanding of what a standard operating procedure and sanitation standard operating procedure are. Participants will be able to learn and identify how these are set up and why they are important to the food industry.

At the end of this SOP/SSOP course, the participants will be able to:

- Understand and differentiate between SOP and SSOP and how to use them.
- Identify responsibilities for monitors and verifiers.
- Gain knowledge in what to do in case of deviation.
- Why training is important.



A collage of logos for various organizations. The logos include: RH Accelerator (a black hexagon with 'RH' in white), London Economic Development Corporation (a green stylized building icon), Western Fair District (a blue and orange geometric logo), Small Business Centre (a blue and yellow circular logo), the grove. (a green leaf icon in a circle), and the Government of Canada (the word 'Canada' with a red maple leaf). The text 'HARVESTING INNOVATION' is also present below the grove logo.

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