Master Food Safety Advisor Volunteer Program

2019 Application Instructions and Training Information

Thank you for your interest in the Master Food Safety Advisor volunteer program serving Eagle & Garfield Counties Extension. Below is information about the program and application materials.

Application deadline: Friday, September 6, 2019

Send application to: Email completed application form to carla.farrand@colostate.edu or glenda.wentworth@eaglecounty.us by the application deadline date.

Training location: Garfield County Extension Office
1001 Railroad Ave
Rifle CO 81650

Interviews: By Appointment

Training dates: Thursday, September 12: 9 am – 4 pm
Thursday, September 19: 9 am – 4 pm
Thursday, September 26: 9 am – 4 pm
Thursday, October 3: 9 am – 4 pm

MFSA Training Fees: $125

Program fees assist with the cost of materials and supplies used in training and includes the Master Food Safety Advisor Handbook: Fundamentals of Consumer Food Safety and Preservation, Colorado State University and National Center for Home Food Preservation publications. If you are selected for the program, fee is due on the first day of training. Scholarship may be available, please inquire.
Steps in the MFSA application process:

1. **Email a completed MFSA application form by Friday, September 6th to carla.farrand@colostate.edu or glenda.wentworth@eaglecounty.us.** The application form asks for the following items:
   - Background information on food preservation/safety experience
   - Background information on volunteer experiences
   - General availability for volunteer work (used to help connect MFSA volunteers with projects)
   - Interest in MFSA projects
   - Contact information for three references

2. **Background Check** – Colorado State University requires background checks, including driver’s license checks, of all new volunteers. A criminal record or poor driving record does not bar an individual as a volunteer, but will be considered as it relates to the specifics of the volunteer position.

   The potential volunteer will receive an e-mail from CSU Human Resources with a hotlink to the screening company, **HireRight**. The volunteer will then log into a secure site, enter their social security number, answer some questions about where they have lived, etc. and log off. The university’s IT staff have confidence in the security and confidentiality of the **HireRight** system.

   **HireRight** conducts a national background check, including driver’s license check, and shares the results with CSU Human Resources. Applicants cannot be accepted into the program until CSU Human resources gives approval based on results of the background check.

   **If the applicant elects to ignore the email from CSU Human Resources or elects to not provide HireRight with the needed information, they also elect not be become a volunteer for CSU.**

   **If you do not receive the email from CSU Human Resources with the link for HireRight within 3 weeks of submitting your application, please call the Extension Office so that we can check on the situation.**

   If you do not have email, contact your County Extension Office to process the background check forms by mail.

3. **Preliminary screening** will be made using the application form. Primary consideration is based on:
   - Interest in volunteer work
   - Availability for volunteer work
   - People skills
   - Food preservation/safety experience.

4. **Interview** – Applicants will be scheduled for an interview giving the applicant a chance to learn more about the MFSA Program and ask questions about training and volunteer work.

5. **Applicants will be advised if they are selected for the MFSA Program.** Since significantly more people apply than can be accommodated, it is possible that not all applicants will be accepted in the program.
6. **Pay program fees** – If accepted into the MFSA Program, payment of program fees is the final enrollment step.

---

**Master Food Safety Advisor Program**

**Volunteer Position Description**

**Title:** Master Food Safety Advisor

**Purpose:** The Master Food Safety Advisor volunteer will serve to extend CSU Extension’s education programs on food safety and food preservation to adults and youth. The Master Food Safety Advisor will serve as an educator and resource person in the community.

**Nature/Scope:** Master Food Safety Advisors make it possible to provide information to more people than would be possible with limited Extension staff.

Master Food Safety Advisors will receive 30 hours of comprehensive training in food safety and food preservation. After the training, the Master Food Safety Advisors will have the necessary skills to answer questions from the public and create educational programs and displays (such as a talk on safe food handling tips or a display on canning basics) for clubs, organizations, schools or community events.

**Responsibilities:**

- In return for the training, provide a minimum of 30 hours annually as a Master Food Safety Advisor volunteer (or 20 hours if also participating as a Master Gardener) in educational outreach activities to the community each year.

- Communicate with the public by telephone or through personal contact in order to give research-based and unbiased information on food safety and food preservation.

- In the area of food safety or food preservation, assist with at least one of the following:
  a) demonstration/display/Farmers’ Market  
  b) workshop/presentation  
  c) training on food safety  
  d) answer consumer telephone calls

  These programs may be held at grocery stores, county fairs, farmers’ markets, schools, community kitchens, etc. to be arranged by the Extension Agent or the Master Food Safety Advisor and approved by the Extension Agent.

- Participate in county Master Food Safety Advisor meetings scheduled by your Extension Agent.

- Participate in at least 5 hours of continuing education each year on topics related to the Master Food Safety Advisor program.

- Turn in completed reports as required.
Qualifications:

- Have a desire to learn and share information with others.
- Able to attend all the training sessions.
- Pass final exam (85% correct) by deadline.
- Represent Colorado State University Extension as a Master Food Safety Advisor and follow Extension policies and procedures.
- Communicate effectively with others through verbal means or written language.
- Have a basic knowledge of or interest in food safety and food preservation.
- Know your own limitations and when to refer questions to the Extension Agent or Volunteer Coordinator.
- Work as a partner with other Master Food Safety Advisors and with Extension faculty, staff and volunteers.
- Volunteers or recruits must be a Colorado resident 21 years or older. Children are not allowed in the training due to risks in lab experiences.

Supervision: The Consumer and Family Science County Extension Agent and/or County Volunteer Coordinator will be in charge of the Master Food Safety Advisor Volunteer Program, will provide overall supervision, support, and will be available to answer questions.

Materials: Each Master Food Safety Advisor will be provided the Master Food Safety Advisor Handbook: Fundamentals of Consumer Food Safety and Preservation, resource listing, handouts, and selected sample lesson plans and activities.

Master Food Safety Advisor Training

Topics include:

- MFSA Program Overview
- Causes and Prevention of Foodborne Illness
- Basis of Spoilage and Preservation
- Canning Basics
- Water Bath Canning
- Pressure Canning
- Making Jams, Jellies and Fruit Spreads
- Pickling and Fermenting Foods
- Freezing Food
- Dehydrating Food
- Emergency Preparedness
- Aids for the Volunteer Educator