**MONTHLY FOOD SAFETY CHECKLIST**

**Directions:** Use this checklist at least monthly to determine strengths and weaknesses in your food safety practices. Record corrective action taken and keep completed records for future reference.

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Observer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Personal Dress and Hygiene

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Yes | No | Corrective Action |  | Yes | No | Corrective Action |
| Employees wear proper uniform or clean outer clothing, including proper shoes. |  |  |  | Eating, drinking, chewing gum are observed only in designated areas away from work areas. |  |  |  |
| Effective hair covering is properly worn. |  |  |  | Disposable tissues are used and disposed of when coughing/blowing nose. |  |  |  |
| Fingernails are short, unpolished, and clean. |  |  |  | Employees take appropriate action when coughing or sneezing. |  |  |  |
| Jewelry is limited to simple, secured earrings and plain ring. |  |  |  | Single-use food gloves worn when handling ready to eat foods with the hands. |  |  |  |
| Single-use food gloves are changed at critical points. |  |  |  | Hands are washed thoroughly using proper hand washing procedures at critical points. |  |  |  |
| Open sores, cuts, or splints and bandages on hands are completely covered with a single-use food glove while handling food and touching food-contact surfaces. |  |  |  | Employees do not use tobacco products on any school properties. |  |  |  |

Food Storage and Dry Storage

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Yes | No | Corrective Action |  | Yes | No | Corrective Action |
| Dry storage temperature is between 50° F and 70° F (recommended). |  |  |  | There are no bulging or leaking canned goods in storage. |  |  |  |
| All food and paper supplies are 6 inches off floor (required). |  |  |  | Food is protected from contamination. |  |  |  |
| All food is labeled with delivery date or delivery sticker for rotation purposes. |  |  |  | All surfaces and floors are clean. |  |  |  |
| The FIFO (first in, first out) method of inventory is being practiced. |  |  |  | Chemicals are stored away from food, food related supplies, and food-contact surfaces (equipment, pot holders, dish towels, aprons). |  |  |  |
| Open bags of food are stored in containers with tight fitting lids and labeled. |  |  |  |  |  |  |  |

Large Equipment

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Yes | No | Corrective Action |  | Yes | No | Corrective Action |
| All pieces of equipment are clean to sight and touch—equipment on serving lines, storage shelves, cabinets, ovens, ranges, fryers, and steam equipment. |  |  |  | Loading dock and area around dumpster are clean and odor free. |  |  |  |
| Food slicer is broken down, cleaned, and sanitized before and after use. |  |  |  | Exhaust hood and filters are clean. |  |  |  |
| Boxes, containers, and recyclables are removed from site. |  |  |  |  |  |  |  |

Refrigerator, Freezer, and Milk Cooler

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Yes | No | Corrective Action |  | Yes | No | Corrective Action |
| Thermometers are available and accurate. |  |  |  | Proper chilling procedures are used. |  |  |  |
| Temperature is appropriate for pieces of equipment. |  |  |  | All food is properly wrapped, labeled, and dated. |  |  |  |
| Food is stored 6 inches off floor in walk-ins. |  |  |  | The FIFO method of inventory is used. |  |  |  |
| Units are clean and neat. |  |  |  | Air temperature of all refrigerators and freezers is monitored and documented daily. |  |  |  |
| Temperature of cold time/temperature control for safety foods being held is at or below 41°F. |  |  |  |  |  |  |  |

**MONTHLY FOOD SAFETY CHECKLIST, continued**

Food Handling

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Yes | No | Corrective Action |  | Yes | No | Corrective Action |
| Frozen food is thawed properly. |  |  |  | Food is tasted using the proper procedure. |  |  |  |
| All food stored or prepared in facility is from approved sources. |  |  |  | Hot holding units are not used to reheat time/temperature control for safety foods. |  |  |  |
| Preparation is planned so ingredients are kept out of the temperature danger zone to the extent possible. |  |  |  | Food is cooked to the required safe internal temperature for the appropriate time and tested with a calibrated food thermometer. |  |  |  |
| Food is handled with suitable utensils, such as single use gloves or tongs. |  |  |  | Clean, reusable towels are used only for cleaning and sanitizing equipment, surfaces and not for drying hands, utensils, or floor. |  |  |  |
| Food is prepared in small batches to limit the time it is in the temperature danger zone. |  |  |  |  |  |  |  |

Utensils and Equipment

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Yes | No | Corrective Action |  | Yes | No | Corrective Action |
| All small equipment and utensils, including cutting boards, are cleaned and sanitized between uses. |  |  |  | Thermometers are cleaned and sanitized after each use. |  |  |  |
| Small equipment and utensils are air-dried. |  |  |  | Thermometers are calibrated every 2 weeks. |  |  |  |
| Work surfaces are clean to sight and touch. |  |  |  | Can opener is clean to sight and touch. |  |  |  |
| Work surfaces are cleaned and sanitized between uses. |  |  |  | Drawers and racks are clean. |  |  |  |
| Small equipment is inverted, covered, or otherwise protected from contamination when stored. |  |  |  | Clean utensils are handled in a manner to prevent contamination of areas that will be in direct contact with food or a person’s mouth. |  |  |  |

Hot Holding

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Yes | No | Corrective Action |  | Yes | No | Corrective Action |
| Hot holding unit is clean. |  |  |  | Temperature of hot time/temperature control for safety food being held is at or above 135º F. |  |  |  |
| Food is heated to the required safe internal temperature before placing in hot holding. |  |  |  | Food is protected from contamination. |  |  |  |
| Hot holding units are not used to reheat time/temperature control for safety foods. |  |  |  | Hot holding unit is pre-heated before hot food is placed in unit. |  |  |  |

Cleaning and Sanitizing

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Yes | No | Corrective Action |  | Yes | No | Corrective Action |
| Three-compartment sink is properly set up for ware washing. |  |  |  | Chemical sanitizer is mixed correctly, and sanitizer strip is used to test chemical concentration. |  |  |  |
| Dishmachine is working properly (i.e. gauges and chemicals are at recommended levels). |  |  |  | Water is clean and free of grease and food particles. |  |  |  |
| Water temperatures are correct for wash and rinse. |  |  |  | Smallware and utensils are allowed to air dry. |  |  |  |
| If heat sanitizing is used, the utensils are allowed to remain immersed in 171º F water for 30 seconds. |  |  |  | Wiping cloths are stored in sanitizing solution while in use. |  |  |  |

Garbage Storage and Disposal

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Yes | No | Corrective Action |  | Yes | No | Corrective Action |
| Inside waste receptacles shall be durable, cleanable, insect/rodent resistant, leakproof, and nonabsorbent and kept covered when not in continuous use. |  |  |  | Boxes and containers are removed from site. |  |  |  |
| Inside kitchen garbage cans are emptied as necessary and kept clean. |  |  |  | Outside loading dock and area around outside dumpster/trash receptacles/recyclables are clean. |  |  |  |
| Outside trash receptacles are constructed to have cover/lids and are kept closed. |  |  |  |  |  |  |  |

Pest Control

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Yes | No | Corrective Action |  | Yes | No | Corrective Action |
| Outside doors have screens, are well-sealed, and are equipped with a self-closing device. |  |  |  | There is a regular schedule of pest control by licensed pest control operator. |  |  |  |
| Pests are eliminated by eliminating harborage conditions (what they need to survive). |  |  |  | No evidence of pests is present. |  |  |  |