

Date _____ Time _____

Name _____

Food Service Daily Checklist



A. Handwashing and Personal Hygiene	In	Out	N/A	Corrective Actions
Hand washing sinks are not blocked. Hand washing sinks have soap, towels, and hot and cold water.				
Employees wash their hands frequently and follow proper hand washing procedure (20 seconds). Wash hands before putting on gloves.				
Employees must not have bare hand contact with ready-to-eat and ready-to-serve food.				
No eating, drinking or tobacco use in food prep area.				
Personal items stored away from food storage and preparation areas.				
B. Protect from Contamination	In	Out	N/A	Corrective Actions
Raw food stored below and away from cooked and ready to eat food.				
All food stored at least six inches off the floor.				
Refrigerated food items stored in the correct stacking order.				
All food items stored covered or wrapped.				
Food contact surfaces cleaned and sanitized including clean-in place equipment.				
Wiping cloths properly used and stored in sanitizing solution.				
Monitor prep tables and buffet lines to prevent cross contamination.				
C. Time and Temperature	In	Out	N/A	Corrective Actions
Food cooked to the required internal temperature.				
Food re-heated to 165° F for 15 seconds for hot holding.				
Cool foods fast (135° to 70°) in 2 hours and (70° to 41°) in 4 hours OR room temperature to 41° in 4 hours.				
Cooling log used.				

C. Time and Temperature Continued..	In	Out	N/A	Corrective Actions
Hot holding - food kept at 135° F or above.				
Cold holding - food kept at 41° F or below.				
Date mark food. Label food with the date prepared.				
Discard food dated over seven days old.				
Food received at proper temperatures.				
Thermometers used to check food temperatures.				
D. Chemicals	In	Out	N/A	Corrective Actions
Toxic chemicals properly used, labeled and stored away from food, equipment, utensils, linens, single service and single use items.				
E. Proper Use of Equipment and Utensils	In	Out	N/A	Corrective Actions
Utensils stored with handles to the user. Equipment properly stored.				
All equipment and single service items stored at least six inches off the floor.				
3-compartment sink set-up correctly. Dishwashing machine properly working and sanitizing.				
Correct sanitizer test kits on-site and used.				
F. Physical Facility	In	Out	N/A	Corrective Actions
Floors, walls and ceilings properly cleaned and maintained. Ailes clear of obstruction.				
G. Refrigerator and Freezers	In	Out	N/A	Corrective Actions
A thermometer is in every cooler, walk-in and freezer.				
Coolers and walk-ins are 41° F or below.				
Temperatures in coolers, walk-ins and freezers are monitored. Log daily temperatures.				
Comments:				