Restaurant Food Safety Checklist
Food Storage and Handling:

Refrigeration:
[ ] Ensure refrigerators are at or below 40°F (4°C).
[ ] Regularly check and record fridge temperatures.
[ ] Store raw meats below cooked foods to prevent cross-contamination.

Freezer:
[ ] Keep freezers at or below 0°F (-18°C).
[ ] Check and record freezer temperatures regularly.
[ ] Label and date all frozen items.

Food Rotation:
[ ] Use the FIFO (First-In-First-Out) method for food storage.
[ ] Regularly inspect and discard expired or spoiled items.

Cross-Contamination Prevention:
[ ] Separate cutting boards, utensils, and prep areas for raw and cooked foods.
[ ] Wash hands and equipment thoroughly between tasks.

Safe Thawing:
[ ] Thaw frozen food in the refrigerator, cold water, or a microwave, never at room temperature.

Personal Hygiene:

Handwashing:
[ ] Ensure all employees wash hands with soap and warm water for at least 20 seconds.
[ ] Set up handwashing stations with soap and disposable towels.

Gloves and Hairnets:
[ ] Require kitchen staff to wear gloves when handling food.
[ ] All staff should wear hairnets or head coverings.

Food Preparation:

Cooking Temperatures:
[ ] Use a food thermometer to ensure meats and poultry reach their safe internal temperatures.
[ ] Check against FDA guidelines for specific foods.
Clean Surfaces:
[ ] Regularly sanitize cutting boards, countertops, and kitchen equipment.
[ ] Use separate cutting boards for different types of foods.

No Bare-Hand Contact:
[ ] Avoid touching ready-to-eat foods with bare hands.
[ ] Use utensils or gloves when handling these items.

Storage and Labeling:

Food Labeling:
[ ] Clearly label all food containers with the date of preparation and use-by date.
[ ] Label any allergens present in the dish.

Food Allergen Separation:
[ ] Keep allergenic ingredients separate from non-allergenic ingredients.
[ ] Train staff to recognize and accommodate food allergies.

Cleaning and Sanitization:

Regular Cleaning Schedule:
[ ] Establish a cleaning schedule for all areas, including the kitchen, dining area, and restrooms.
[ ] Use food-safe cleaning products.

Dishwashing:
[ ] Ensure dishwashers reach the appropriate water temperature and use the correct sanitizing agents.
[ ] Air-dry dishes and utensils in a clean area.

Pest Control:

Pest Management:
[ ] Regularly inspect for signs of pests.
[ ] Implement pest control measures and keep records.
Employee Training:

Food Safety Training:
[ ] Train all staff in food safety practices, including food handling, hygiene, and emergency response.

Emergency Preparedness:

Emergency Response:
[ ] Develop and practice a plan for handling foodborne illness outbreaks or other emergencies.

First Aid Supplies:
[ ] Maintain a well-stocked first aid kit and ensure staff know its location.

Health Monitoring:
[ ] Require employees to report any illnesses or symptoms related to foodborne illnesses.

Documentation and Records:

Record Keeping:
[ ] Maintain records of food storage temperatures, cleaning schedules, and employee training.

Task Review:
[ ] Verify Completed Tasks: Review the checklist to ensure all food safety tasks are completed.
[ ] Update Records: Update records based on inspection findings and actions taken.

Sign-Off:

Employee:
Signature: ___________________________ Date: ________________

Supervisor:
Signature: ___________________________ Date: ________________

This Restaurant Food Safety Checklist Template was created by Connecteam - the easiest way to manage your employees in one place.