

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: _____