Food Safety Check List

Person in Charge:

- Must be present
- Be able to demonstrate knowledge of food safety by:
  - Certified by ANSI (American National Standards Institute) accredited program, such as; Servsafe, or
  - Be able to answer inspectors food safety questions correctly, or
  - Have no critical violations on the inspection report
- Person in charge must have systems and controls in place to implement food safety practices

Temperatures:

A consumer advisory and disclosure must be posted if serving under cooked food.

- Cold Holding 41°F, all cold holding equipment must have a thermometer
- Hot Holding 135°F
- All reheated food for hot holding 165°F, do not reheat foods more than one time
- All other cooking temperatures refer to temperature card
- Thermometer calibration should be done everyday
- Cooling procedures:
  - Cooling food should be left uncovered and in small portions until it is properly cooled
  - Temperature danger zone 41°F - 135°F
  - Once the cooked food cools down to 135°F the clock starts ticking
  - You have 2 hours to get the food down to 70°F
  - You have 4 more hours to get the food down to 41°F
  - A total of 6 hours to cool
  - Time and temperature logs must be maintained in order to cool properly
• Never thaw potentially hazardous food at room temperature
• You may thaw:
  - In refrigeration
  - Under cold running water
  - In a microwave only if it is cooked right away
• Storage of utensils in use
  - Dipper wells with running water
  - In water that is 135°F or hotter
  - In refrigeration, 41°F or colder
  - Wash, rinse, and sanitize every 4 hours; must mark the time
  - Buffets and salad bars utensils may be stored in the food with the handles facing out
  - Ice scoops must be stored in a clean container outside of the ice machine, or in the ice with the handle up
  Never store utensils in a sanitation bucket, in between equipment, or in ice water

**Personal Hygiene:**
• No smoking, eating, or drinking in food prep areas. **This is the most common violation found during inspections**
  Bottled water and cans are not allowed
  **A straw and a lid must be used or a covered coffee cup with a handle**
  **Employee drinks must be stored away from food prep areas**
• Wash hands and change gloves in between tasks. Gloves do not make you invincible.
• Do not wear excessive jewelry when preparing food; to a solid band without a stone
• Keep finger nails trimmed, cleaned and hair restrained, (nail polish and fake nails should be avoided). Wear clean clothing and aprons
• Do not touch ready to eat food with bare hands
• Vehicles of cross contamination; hands, equipment, toxic items, etc.
• Never block the hand washing sinks; hand washing sinks must be accessible, stocked with paper towels and soap, and used for hand washing only. All hand washing stations must have “wash hands” signs posted.
• If you are vomiting, have diarrhea, a sore throat with a fever, are jaundice, or have an infected cut on your hands or wrists, you should not be working with food
• Personnel should be aware of the 5-Reportable Food Borne Illnesses (refer to handout) and staff should read and sign a Form 1-B (refer to handout)
• Store personal belongings, (purses, phones, and coats, etc.), away from food items

**Food Sources/Storage:**
• Approved source
  - No home prepared food
  - Check the condition and temperatures of food coming into the facility
  - Dented or swollen cans should be separated and returned
  - Label and date food; first in, first out
  - Approved food grade containers only
  - Store all food and food items at least 6 inches off the floor; this includes the walk in cooler and freezer
  - Keep food covered, (unless it is cooling), and protected when in storage
  - Never store raw food over or with ready to eat food. Keep it separate (This includes unwashed vegetables)

**Sanitizer:**
• Chlorine- 50-100 ppm
• Quat (quaternary ammonium compound)- manufacturers recommended concentration, usually 200-400 ppm
• Use your test strips, don’t guess
• When wiping cloths are not in use, they must be stored in the sanitation bucket
- Remember to test the sanitizing cycle on your dishwasher **before** you use it
- **Do not** store sanitation buckets on the floor, or on food contact surfaces
- Be sure to label the sanitation bucket or spray bottle as sanitizer
- Check sanitizer buckets a minimum of every four hours and change if necessary. Your bucket should not look like skim milk or gray water
  - When preparing sanitizer buckets, use tepid water to ensure the 4-hour minimum is maintained. If you use hot water, you must check the bucket every hour as the sanitizer dissipates at higher temperatures

**Toxic Items:**
- Always store toxic items away from food items
- Keep all toxic items properly labeled
- Proper usage, approved pest control only

**Over-all Facility:**
- Keep your areas clean
  - Non-food contact surfaces and food contact surfaces
  - Floors, walls, and ceilings, **look under and behind equipment**
  - Unused equipment should be removed from the facility

**Reasons for Immediate Closure:**
- NO HOT WATER OR NO WATER AT ALL
- LACK OF REFRIGERATION
- SEWAGE IN THE FACILITY
- INFESTATION
- FAILURE TO PAY PERMIT FEES; OPERATING WITHOUT A VALID PERMIT
- 3 DOWNGRADES WITHIN A 36 MONTH PERIOD UNDER THE SAME OWNERSHIP