

# Food Safety Check List

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## 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