

Food service daily checklist

Date _____ Time _____
Name _____

A. Handwashing and personal hygiene		In	Out	N/O	N/A	Corrective actions
1	Hand washing sinks are not blocked. Hand washing sinks have soap, towels, and hot and cold water.					
2	Employees wash their hands frequently and follow proper hand washing procedure (20 seconds). Wash hands before putting on gloves.					
3	Employees must not have bare hand contact with ready-to-eat and ready-to-serve food.					
4	No eating, drinking or tobacco use in food prep area.					
5	Personal items are stored away from food storage and preparation areas.					
B. Protect from contamination		In	Out	N/O	N/A	Corrective actions
6	Raw food is stored below and away from cooked and ready-to-eat food.					
7	All food is stored at least six inches off the floor.					
8	Refrigerated food items are stored in the correct stacking order.					
9	All food items are stored covered or wrapped.					
10	Food contact surfaces are cleaned and sanitized including clean-in-place equipment.					
11	Wiping cloths are properly used and stored in sanitizing solution.					
12	Prep tables and buffet lines are monitored to prevent cross contamination.					
C. Time and temperature		In	Out	N/O	N/A	Corrective actions
13	Food is cooked to the required internal temperature.					
14	Food is re-heated to 165° F for 15 seconds for hot holding.					
15	Cool foods fast - from 135° to 70° in two hours and 70° to 41° in four hours OR from room temperature to 41° in four hours .					
16	A cooling log is used.					
17	Hot holding - food is kept at 135° F or above .					
18	Cold holding - food is kept at 41° F or below .					
19	Food is date marked. Label food with the date prepared.					

Last updated September 2024

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C. Time and temperature (continued)		In	Out	N/O	N/A	Corrective actions
20	Discard food dated over seven days old.					
21	Thermometers are used to check food temperatures.					
22	Food is received at proper temperatures.					
23	Approved thawing methods are used.					
D. Approved Source		In	Out	N/O	N/A	Corrective actions
24	Employees should follow and watch delivery personnel.					
25	Products are inspected for signs of tampering, broken seals and powder or liquid residue.					
E. Chemicals		In	Out	N/O	N/A	Corrective actions
26	Toxic chemicals are properly used, labeled and stored away from food, equipment, utensils, linens, single service and single use items.					
F. Proper use of utensils and equipment		In	Out	N/O	N/A	Corrective actions
27	Utensils are stored with handles to the user. Equipment is properly stored.					
28	All equipment and single service items are stored at least six inches off the floor.					
29	3-compartment sink is set-up correctly. Dishwashing machine is properly working and sanitizing.					
30	Correct sanitizer test kits are onsite and used.					
G. Physical facility		In	Out	N/O	N/A	Corrective actions
31	Floors, walls and ceilings are properly cleaned and maintained. Aisles are clear of obstruction.					
32	Doors to loading dock are locked when not in use.					
H. Refrigerator and freezers		In	Out	N/O	N/A	Corrective actions
33	A thermometer is in every cooler, walk-in and freezer.					
34	Coolers and walk-ins are at 41° F or below .					
35	Temperatures in coolers, walk-ins and freezers are monitored. Log daily temperatures.					

For reasonable accommodations or alternative formats please contact Environmental Health at health@minneapolismn.gov or 612-673-2301. People who are deaf or hard of hearing can use a relay service to call 311 at 612-673-3000. TTY users call 612-263-6850. Para ayuda, llame al 311. Rau kev pab 311. Hadii aad Caawimaad u baahantahay wac 311.