

Preparing Food for Fun or Profit Safety and Sanitation Checklist

Conduct your own food safety inspection before preparation and service begins. In fact, conduct this inspection every day that you are serving food. It will help you to make sure that you are properly following the rules of safe food handling.

Food Source and Temperature

Source

- All food from approved sources (Approved sources include grocery stores, foodservice wholesalers, and produce markets. Never serve home canned foods, unpasteurized dairy products, wild game that has not been inspected, or any food or ice prepared in a home. These foods might be unsafe to eat.)
- Commercially prepared ice
- All food that is prepared in advance for service at the site must be prepared in a licensed kitchen

Thawing

- Frozen foods properly thawed under refrigeration *or* completely submerged under cold water *or* as part of the cooking process

Cold temperatures

- Potentially hazardous foods are at 41°F or colder by using one or more of the following methods:
 - a refrigerator or refrigerated truck that keeps air temperatures between 34 and 38°F
- Commercially prepared ice that is properly handled. Proper handling includes:
 - A way to continuously drain melted ice, such as a cooler with the drain spigot left open
 - A chair or table on which the cooler can be placed
 - A bucket to catch the melt water

Hot temperatures

- Potentially hazardous foods are cooked to proper endpoint cooking temperatures. (Insert a chart with all of the safe endpoint cooking temperatures - let me know if you need this)
- Potentially hazardous foods that will be held hot are reheated to at least 165°F within two hours.
- Potentially hazardous foods are held at 140°F or hotter using one of the following methods:
 - A camping stove
 - Propane gas grill
 - Charcoal grill
 - Other _____

Personnel

Handwashing

- ❑ Handwashing facilities OR a handwashing setup is available. A proper handwashing setup includes:
 - ❑ A container with a spigot on the bottom, such as an unplugged coffee urn or a large insulated drink container
 - ❑ A container to catch wastewater
 - ❑ Safe water source to fill the handwashing container
 - ❑ Hand soap (preferably liquid soap because it is less messy)
 - ❑ Paper towels
- ❑ Employees washing hands thoroughly for 20 seconds and then rinsing thoroughly under clean water.

Health

- ❑ All employees are healthy.
- ❑ No employees present who are sick, experiencing vomiting and/or diarrhea, or who have open cuts or sores.
- ❑ Cuts on employee hands or forearms are covered with a bandage and the employee is wearing gloves over the bandage.

Food Preparation

- ❑ Employees using suitable utensils, such as deli paper, spatulas, tongs, single-use gloves, or dispensing equipment when handling exposed cooked or ready-to-eat foods.
- ❑ No employees smoking while handling food.

Dress

- ❑ Employees wearing clean clothing.
- ❑ Employees wearing approved hair restraints.
- ❑ Employees not wearing jewelry on their hands or forearms except for a wedding band.

Food and Utensil Storage and Handling

Utensil and dry food storage

- ❑ Adequate number of tables or shelving available to keep food and supplies at least six inches off the ground.
- ❑ Unused utensils, dry foods, and other supplies stored in containers that are covered with plastic wrap, foil, or a lid.
- ❑ Used utensils stored in a large covered container until washed, rinsed, and sanitized.

Thermometers

- ❑ A food thermometer with a temperature range of 0 to 220°F is available and used.

Wet storage

- ❑ Ice water used to store canned or bottled beverages changed frequently.

- ❑ Liquid wastewater disposed of properly.

Cross-contamination

- ❑ Raw foods separated from cooked and ready-to-eat foods.
- ❑ Cutting boards, utensils, and other food preparation surfaces cleaned and sanitized after being used for raw foods and before being used for cooked or ready-to-eat foods.

Cleaning

Cleaning and Sanitizing

- ❑ A three-compartment sink or sink setup is available on-site. An appropriate sink set up is made up of three large tubs.
 - ❑ Dishes, utensils, and equipment washed with warm, soapy water in compartment one.
 - ❑ Dishes are rinsed thoroughly in compartment two.
 - ❑ Dishes are sanitized in compartment three.
 - ❑ Chlorine-based sanitizing solution in the third compartment available at 50 ppm. (Mix one tablespoon of unscented household bleach for every gallon of warm, not hot, water that is in the third compartment of your sink.)
 - ❑ Dishes air-dried. (Never use a towel to dry cleaned and sanitized items.)

Wiping cloths

- ❑ Wiping cloths stored in a sanitizing solution that is at a concentration of 100 ppm.

Water Supply and Wastewater Disposal

Water

- ❑ Approved water source is available.
- ❑ Food-grade hoses used. (Never use home garden hoses - they cannot be properly sanitized.)
- ❑ Hoses chlorinated before use.
 - ❑ Fill a tub that is large enough to hold the hose with water. Usually a tub holding 20 or more gallons of water is needed.
 - ❑ Mix in one to 2 cups of bleach.
 - ❑ Immerse the hose in the tub for at least one minute.
 - ❑ After removing, run water through the hose for at least five minutes.)

Wastewater disposal

- ❑ Wastewater dumped in an approved disposal system. Ask an Environmental Health Specialist at your local health department for how to do this properly.

Premises

Counters/shelves

- ❑ Food contact surfaces are smooth, easily cleanable, durable and free of seams and difficult to clean areas.

Floors

- ❑ Unless otherwise approved, floors constructed of concrete; asphalt, non-absorbent matting; tight wood; or removal platforms or duckboards.
- ❑ Floor area graded to drain away from the operation.

Walls and ceilings

- ❑ Operation covered with a canopy or other type of overhead protection, unless all food served is commercially pre-packaged and dispensed in its original container.

Lighting

- ❑ Adequate lighting by natural or artificial means is available.
- ❑ Light bulbs are shielded, coated or otherwise shatter-resistant.

Garbage

- ❑ Plastic or metal trashcans with plastic liners and lids are available.
- ❑ Dumpster is accessible.
- ❑ Garbage cans emptied frequently.

Toilet facilities

- ❑ Toilet facilities are available within 500 feet of the food preparation areas.

Clothing storage

- ❑ Personal belongs stored away from food preparation, service, and ware washing areas.

Toxic materials

- ❑ Cleaning supplies properly labeled.
- ❑ Cleaning supplies are separated from food supplies, utensils, and single-use articles.

Prepared by:

Angela M. Fraser, Ph.D.
Associate Professor/Food Safety Specialist
NC Cooperative Extension
NC State University
Raleigh, NC 27695-7605