

Food Safety Checklist

Purchasing

- Buy foods only from reputable sources/suppliers.
- Check the expiration date on all packaged foods.
- Do not buy any food in damaged wrappers, dented cans or broken packages.
- Make sure that frozen foods are frozen solid before buying them. (Check to see if outside of package is discolored.)
- Check that foods are bought/delivered at proper temperatures.
- Buy only pasteurized apple cider.
- Do not use home-canned or home-prepared, vacuum packed foods.

Storing Raw Perishable Foods

- Store all foods in areas designated for food storage.
- Food removed from original container or packaging should be labeled, dated and stored in a covered container.
- Store potentially hazardous foods in the refrigerator or freezer immediately.
- Place raw meat, poultry or seafood below ready-to-eat foods in the refrigerator so that juices don't get onto the ready-to-eat foods.
- Keep a working thermometer in both the refrigerator and the freezer.
- Check each day to make sure the refrigerator thermometer is at 41°F and the freezer thermometer is at 0°F.
- Allow sufficient air circulation for storage of foods in freezer and refrigerator.
- Maintain a temperature range of 50°F to 70°F in dry storage areas.
- Store foods in containers at least 6 inches off floor and away from walls.
- Store food supplies to ensure "first in, first out" use.

Personal Hygiene

- Food handlers are well-groomed and demonstrate personal cleanliness.
- Food handlers wear appropriate hair restraints.
- Food handlers wash hands thoroughly with warm soapy water before beginning to cook or handle foods. (Lather for at least 20 seconds, rinse, and use a disposable towel to dry hands and turn off faucet.)
- Food handlers never use food preparation sinks for hand washing.

Transporting Food

- Equipment used to transport food is sanitary and appropriate for the type of food being transported.
- All transported food is covered and well insulated.
- Food is maintained and delivered at appropriate temperatures (hot foods at 140°F or above and cold food at 41°F or below).



Food Safety Checklist, continued

Preparation (Thawing, Cooking and Cooling)

- Thaw frozen foods in the refrigerator, in a cold running water bath, in the microwave or as part of the cooking process instead of on the counter.
- Use a food thermometer to be sure that all foods are cooked to the proper internal temperature. (For cooking temperatures, see <http://www.fightbac.org/heatitup.cfm>.)
- Inspect packaged foods carefully to make sure the can or wrapper is not damaged.
- Wash fresh vegetables and fruits with water before serving or cooking.
- Cook everything thoroughly, especially meat, poultry, seafood and eggs.
- Reheat all leftovers quickly to at least 165°F in no more than 2 hours.
- Cool leftovers quickly (to 41°F in no more than 6 hours) by cutting large pieces of meat into smaller pieces and pouring large masses of foods into shallow pans.
- Refrigerate or freeze leftovers immediately.

Serving

- Keep hot foods hot (140°F or above) and cold food cold (41°F or below) until they are served.
- Check the temperature of foods using a thermometer.
- Use appropriate serving utensils for all food.
- Cut foods to the right size for children.
- Clean spills with paper towels or sanitary cloths.
- Spread peanut butter thinly.
- Take the seeds out of fruit and the bones out of fish.

Facilities and Equipment

- Kitchen and eating areas are well lit, clean and free of dirt, debris and pests.
- Flooring is nonabsorbent, easily cleanable, and in good repair. Spills are removed promptly and floors are cleaned every day.
- Garbage is located away from food preparation and storage areas.
- Garbage containers are leak proof, vermin proof and have tight-fitting lids.
- Equipment is in good working condition and is repaired or replaced as necessary.
- Proper procedures are used to clean and sanitize all food contact surfaces, including, equipment, counters, dishes and utensils.
- All food preparation equipment (including cutting boards and utensils) is properly cleaned and sanitized after each use.
- Manual washing of dishes and cooking utensils includes immersing items for 1 minute in water at 171°F or in a properly measured sanitizing solution.
- Sanitized utensils and equipment are air dried.
- Equipment is stored properly to prevent contamination.

Based on the Food and Drug Administration's 2001 Food Code. Some information adapted from *Making Food Healthy & Safe for Children: How to Meet the National Health and Safety Performance Standards – Guidelines for Out-of-Home Child Care Programs*. Graves, DE, Suito CW, Holt KA, eds. National Center for Education in Maternal and Child Health, 1997.

