

# Food Service Daily Checklist

Date:

Shift: \_\_\_\_\_

This checklist will pertain to both civilian and inmate employees. This form is mandatory for meeting documentation required for ACA standards and shall be completed per shift. Please initial in only one box per line.

<b>PERSONNEL</b>		Acceptable	Not Acceptable
1.	Head and beard is covered with hairnet, cap or other adequate restraint and beard cover. Hair does not come in contact with food or food surfaces		
2.	Uniforms and aprons are clean and neat.		
3.	Employees and inmates are clean, neat and well groomed.		
4.	Employees and inmates are free from colds, other communicable diseases and infected cuts or burns.		
5.	Employees and inmates wash hands frequently at conveniently located hand sinks.		
6.	Disposable gloves are properly being used by food handlers.		
7.	Paper towels and soap are available in the food preparation areas and staff and inmate restrooms. Hand washing sinks are available in food handling areas.		
8.	All inmates and staff are monitored on a daily basis for health and cleanliness.		

## RECEIVING

1.	Immediately upon receipt, food is inspected for spoilage or infestation.		
2.	Nonfood supplies are immediately inspected for infestation.		
3.	All food supplies are promptly moved to proper storage areas.		
4.	The loading dock area is clean and free of offensive odors. Waste receptacles are emptied and washed daily. Store containers bottom side up for drainage.		
5.	Receiving area is clean and free of food debris, boxes, cans, or other refuse.		

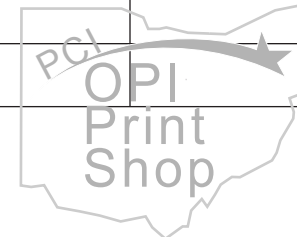


**DRY STORAGE**

	Acceptable	Not Acceptable
1. Containers of food are stored at least 6 inches off the floor, 3-4 inches away from the walls, and are placed on dunnage racks and a clean surface. Foods are properly wrapped or covered and dated.		
2. Walls, floors, and shelves are clean, free of grease, splatters, and spills. No broken tiles; posted notices are clean and up to date. Rolled edges are free from grease and stuck-on food particles or dirt.		
3. All food is stored off the floor.		
4. All containers closed; all like items stored together; no loose items on shelves.		
5. Storage area is dry and well ventilated and temperature is maintained lower than 80 F (27 C).		
6. Opened bulk-food supplies are stored in labeled impervious containers with tight fitting lids.		
7. Potentially harmful chemical and cleaning supplies are stored separately; all containers closed.		
8. A properly functioning thermometer is kept in the area against the wall furthest from the door.		
9. Empty cartons and trash are removed from the area.		
10. Storage area is free from uninsulated steam and hot water pipes or other heat-producing or moisture-producing devices.		

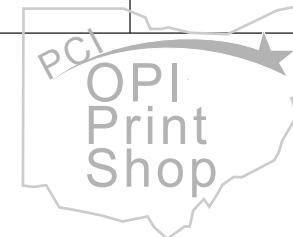
**REFRIGERATOR AND FREEZER STORAGE**

1. Refrigerators are cleaned and free from grease particles inside and outside.		
2. Walls, floors and shelves are constructed of easily cleaned materials.		
3. Walls, floors and shelves are free of spills and debris.		
4. Properly functioning thermometers are located in each unit (should be placed at highest level of foods being stored and in back of storage area).		
5. Proper temperatures are maintained; (38 - 40 F) or lower in refrigerators and (-10 - 0 F) or lower in freezers.		
6. Foods are arranged to permit air circulation.		
7. All foods are stored 6" off the floor.		
8. Cooked foods are stored above raw foods.		
9. Foods are properly wrapped or covered and labeled with product name and use by date.		
10. Frost buildup is kept to a minimum and condensers are kept free of ice accumulation.		



**FOOD PRODUCTION**

	Acceptable	Not Acceptable
1. Floors, walls and ceiling are clean, free of grease, splatters and spills; no broken tiles or cobwebs. Floors are not sticky, drains cleaned of dirt and trash.		
2. Ventilation hoods are provided where needed and are free from grease and soot.		
3. Adequate light fixtures are provided, guarded and kept clean and bulbs are replaced in a timely manner.		
4. Equipment and utensils are constructed to meet National Sanitation Foundation (NSF) standards or other recognized testing agency.		
5. Inside and outside surfaces of all cooking equipment and utensils are cleaned and sanitized regularly.		
6. No accumulation of visible grease, burned on food, spills or odors. No food or debris in crevices or corners?		
7. Oven frames and doors inside and out, oven interior and shelves are free of burned on food or grease.		
8. Shelves are free of grease, stuck-on food particles and dirt.		
9. All rolled edges are free of grease and stuck-on food particles or dirt.		
10. Steam kettle opened to dry; inside completely grease and particle free; valve open; valve stopper free of grease. Outside kept grease and particle free and routinely polished.		
11. Stack steamer pans removed. All interior surfaces grease and particle free; outside polished, back cleaned.		
12. All stationary parts of mixers free of grease and debris, particularly underside of head, corners, handles and rolled edges. Bowls washed in pot sink and sanitized.		
13. Windows are clean and dust free; sills clean.		
14. Meat slicer unplugged; guards in place, all surfaces, particularly blade and blade edge are cleaned and sanitized.		
15. Utensils and equipment are stored in clean, dry places 6 inches from the floor and are protected from flies, dust and other contaminants.		
16. Foods are stored in production areas in clean, tightly closed containers.		
17. Sanitary procedures are used for handling foods during processing.		
18. Adequate clean cloths for production and cleaning purposes are provided. Soiled towels and cloths are properly stored.		



**FOOD PRODUCTION - Continued**

	Acceptable	Not Acceptable
19. Frozen foods are defrosted under refrigeration or cold running water - NOT AT ROOM TEMPERATURE - in original wrapping.		
20. Disposable gloves are used to handle food.		
21. After each meal, can openers are cleaned and sanitized.		
22. Adequate garbage or trash receptacles are conveniently located, frequently emptied, cleaned and sanitized routinely.		
23. Hot-holding equipment is used to maintain food at or higher than 140 F (60 C).		
24. Metal stem-indicating thermometers are calibrated using the ice bath method at the beginning of each shift.		
25. Metal stem-indicating thermometers are available and are used to check food temperatures during preparation and handling.		
26. Tilt grills are smooth, no stuck-on particles; well oiled, but not to excess, grease troughs free of any debris or accumulation of grease, drip pan emptied and clean; table grease and debris free.		
27. Towels and/or wiping cloths, when in use, are clean and being maintained in sanitizing solution.		
28. Rolling carts and food carts are clean.		

**DISPLAY AND SERVICE**

	Acceptable	Not Acceptable
1. Equipment is cleaned and sanitized.		
2. Service and dining area floors, walls, vents n ceiling and walls are clean.		
3. Tables are washed and sanitized after each use.		
4. In inmate and staff dining rooms, floors, tables, seats, windows and ledges and coverage area are being maintained in a clean condition.		

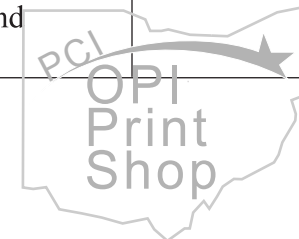


**DISH MACHINE AREA**

	Acceptable	Not Acceptable
1. Prior to washing, tableware and utensils are scraped and flushed.		
2. Properly operating thermometers for each dish washer compartment are provided.		
a. No more than 194 degrees Fahrenheit and no less than 180 degrees Fahrenheit.		
b. For a stationary rack, single temperature machine, one hundred sixty-five degrees Fahrenheit.		
3. Machine drained and turned off after use, wash area and strainer basket removed and all debris and accumulation in perforation cleared; interior surfaces free of grease and particles.		
4. Walls are free of grease, spatters and spills. No broken tiles. Ceiling and vents free of grease, spatters and spills.		
5. Floors well cleaned; not sticky, no accumulation in juncture with wall 1/2 inch corners; no broken tiles; drains cleaned of dirt and trash.		
6. Rolled edges free from grease and stuck-on food particles or dirt.		

**GARBAGE, TRASH DISPOSAL, HOUSEKEEPING**

	Acceptable	Not Acceptable
1. Containers are emptied after every meal.		
2. Container are regularly washed and sanitized.		
3. Garbage or trash storage areas protected from insect or rodent infestation and properly drained.		
4. Garbage cans are free of grease and food particles. Inside and outside of containers and lids are clean and dry. Lids are in place. container liners are clean and being used.		
5. Proper storage is available for brooms, mops and other cleaning utensils outside of food production and service areas.		
6. Mops are clean and free of order; stored properly to allow drying and in good repair.		
7. Mop buckets and wringers are empty, clean and order free when being stored. Wheels are clean of dirt and trash.		



**EMPLOYEE AND INMATE FACILITIES**

	Acceptable	Not Acceptable
1. Locker areas and rest rooms are kept clean and free of order.		
a. Walls are free of grease, spatters, spills, no broken tiles; ceiling and vents are free of grease, spatters and spills; no cobwebs.		
b. Floors are well cleaned, not sticky, no accumulation in juncture with wall 1/2 inch corners; no broken tiles, drains cleaned of dirt and trash.		
c. Vents are dust free.		
2. Adequate paper supplies are in place.		
3. Sanitary equipment is operational.		
4. Adequate receptacles for waste materials and soiled linens are provided.		

**CORRECTIVE ACTION**

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