**Food Preparation and Service Template Guide**

The template criteria provided below is a sample list of audit or inspection criteria that is potentially related to the operations at your organization. You may review the samples below and use them as jumping off points for creating custom audit or inspection templates in the SafetySkills Empower system. They may be used in their entirety without change or edited and expanded to suit the specific needs of your organization. Use of these criteria is entirely optional and to be used at your discretion.

**Food Reception and Storage Area**

|  |
| --- |
| Does food come the approved suppliers? |
| Is food fresh and in expected condition? |
| Does food arrive at the temperature expected for the order (correctly refrigerated, frozen etc.)? |
| Are safety inspections done on a regular basis? |
| Are door, locks and latches working correctly? |
| Are electrical panels accessible and properly labeled? |
| Are outlets, switches and electrical components are working properly? |
| Are products and supplies properly stored, with nothing stored on floors, and everything clearly and correctly marked or labeled?? |
| Is shelving in good condition? |
| Are ladders and step stools - fit for purpose? |
| Are extinguishers readily available, accessible, and routinely inspected? |
| Are OSHA informational posters mounted in commonly accessible location? |
| Does the safety bulletin board contain up to date information? |

**Cold Storage**

|  |
| --- |
| Are foods for refrigeration stored at or below 40 degrees F? |
| Are frozen foods kept in a freezer section? |
| Are refrigerators and freezers maintained correctly (clean floors, walls, shelving, fans, and vent systems)? |
| Are food products stored within walk-in refrigerator kept covered or sealed? |
| Are raw eggs, seafood, meat, and poultry stored separate or below ready-to-eat foods |
| Are previously prepared potentially hazardous foods (PHFs) labeled with date & time of preparation? |
| Are prepared and/or opened PHF held more than 24 hours date marked for no more than 7 days and stored at 40 degrees F or lower? |

**Food Preparation and Preparation Areas**

|  |
| --- |
| Are floors clean, dry and in good condition? |
| Are floor mats in good condition with smooth edges, and lying flat? |
| Are aisles free of clutter? |
| Are drain screens being cleaned regularly? |
| Are doors and latches, handles, locks working properly? |
| Have food preparation surfaces been cleaned and sanitized? |
| Are fruits and vegetables thoroughly washed/rinsed prior to preparation? |
| Is cross-contamination of different food types avoided, with particular attention to known allergens (nuts, eggs, shellfish etc.)? |
| Are separate cutting boards and storage containers used for different food types? |
| Are grill and fryer exhaust systems clean and in good repair? |
| Is cooking equipment sited away from external heat sources? |
| Are wall openings and floor holes are covered or guarded? |
| Do lights work properly and provide good illumination? |
| Are operable automatic dry-chemical extinguishing systems in hoods and ducts above ranges, grills, and fat fryers? |
| Is a class K portable fire extinguisher available, inspected and serviced within the last year (check tag and gauge)? |
| Are the proper number of fire extinguishers charged and tagged to show the last service dates and monthly inspection dates? |
| Are thermometers calibrated and checked regularly? |
| Are step ladders used only in open position? |
| Are cold PHF foods kept at or below 40 degrees F? |

**Dining and Restroom Areas**

|  |
| --- |
| Are floors clean, dry and in good condition? |
| Are highchairs, tables, and seating in good condition? |
| Are floor mats in good condition? (e.g., lie flat, smooth edges) |
| Is product display equipment (e.g., half-gallon cases, shelving, cooler, doors) in good repair? |
| Are exit signs illuminated? |
| Are outlets, switches and electrical components working properly? |
| Are fixtures in restrooms in good condition? |
| Are lights working properly? |
| Are the proper number of fire extinguishers charged and tagged to show the last service dates and monthly inspection dates? |
| Do grinders have guards in place and are they seen to be used? |

**Employee Practices**

|  |
| --- |
| Are employees wear clean clothing & effective hair restraints? |
| Are fingernails trimmed, filed, clean; are painted or fake nails gloved? |
| Are employees preparing foods not wearing jewelry on arms, or rings on fingers (except a plain band)? |
| Are hand sinks accessible, in good repair and stocked with soap and paper towels |
| Do employees wash hands before starting work and after breaks? |
| Do employees practice good hygiene practices while handling food? |
| Are employees observed washing hands between tasks such as handling raw meats, seafood, handling garbage, and cleaning products? |
| Are employees free of any illness, open cuts or infections while actively working in food preparation and handling? |
| Are employees prohibited from eating, drinking, or smoking in food preparation, storage and service areas? |

**Safe Working Practices**

|  |
| --- |
| Are safety meetings conducted at a frequency outlined by policy? |
| Are spills, leaks or dropped items cleaned up promptly? |
| Are spill kits replenished promptly once used? |
| Are “Wet Floor” warning signs displayed when needed? |
| Are employees wearing correct footwear? |
| Are cleaning supplies properly labeled and stored? |
| Are Safety Data Sheets up to date, and easily accessible by all employees? |
| Are proper postings and safety and insurance information displayed prominently? |
| Are first aid kit adequately stocked and accessible? |