



Monthly EEC Kitchen Safety & Sanitation Checklist

EEC Name: _____

Date: _____

Location Code: _____

AFSS Name: _____

Complete checklist by the 15th of each month and take any corrective actions necessary.
Review findings with the EEC Site Administrator and provide them a copy of this form.

		Meets Standard	Does Not Meet Standard	Comments
GENERAL HOUSEKEEPING				
1	All EEC and FSD staff wash their hands and wear gloves when serving meals to students			
2	All handwashing sinks have paper towels and soap available			
3	All kitchens and handwashing sinks have hot and cold running water.			
4	All insect and rodent infestations are identified and aggressive corrective action taken.			
COLD FOOD STORAGE				
5	All cold food is refrigerated at a temperature of 41° or below.			Fridge Temp:
6	All refrigerators and freezers, including milk coolers are clean, sanitary, and in good repair, and have an accurate thermometer.			Milk Cooler Temp:
FOOD PREPARATIONS/LEFTOVERS				
7	Calibrated food thermometers are available and used prior to daily meal services.			
8	All hot food is at a temperature of 135-137F right before serving. (Temperature of today's hot entrée at service time).			Temp:
9*	No food is defrosted, cooked and then refrozen.			
10	Potentially hazardous leftovers are discarded			
11	Food Temperature Logs completed daily.			
FOOD HANDLING AND SANITATION				
12	All kitchen counters, carts, and classroom tables are cleaned after each meal service.			
13*	All panned food items are properly covered (enclosed cart food storage bags or pan liners) labeled and dated.			Temp:
14	All Food Services employees wear hair restraints (hair nets or caps), while preparing and serving food.			
15*	Sanitizing test kits are available and used on a regular basis.			
16	All drawers/shelves/bins in the kitchen are regularly cleaned, sanitized and unlined.			
17	All floors are swept and mopped on a daily basis, including all corners and baseboards in the kitchen			
18	All utensils are properly stored (no cardboard boxes or milk crates)			
FOOD AND SUPPLY STORAGE				
19	All food items are dated and rotated using FIFO.			
20	All cleaning supplies are stored separately from all food and utensils.			
21	All inventory is stored at least 6 inches off the floor and 18 inches from ceiling sprinklers.			
22	All storerooms are regularly cleaned including any shelving.			
23	No food or paper goods are stored in employee dressing rooms.			
CONTAINERS				
24	All open food products are placed in air-tight containers and labeled and dated appropriately.			
FOOD SECURITY PLAN AND EMPLOYEE TRAINING				
25	Only authorized personnel allowed in the EEC kitchen.			
26	Access to hazardous chemicals limited to authorized staff.			
27	SDS available on all chemicals, if applicable.			
28	Refrigeration and freezer temperatures monitored daily.			
29	Personal items prohibited in food areas/stored only in designated areas.			
30	Food Services emergency phone numbers posted for EEC Staff.			
Corrective Action Taken:				

*EEC that cook/heat on site.

Manager or Designee
(Print Name)

Manager or Designee Signature

EEC Site Administrator
(Print Name)

EEC Site Administrator Signature