



Monthly Cafeteria Sanitation Checklist

School Name:		Date:	
Location Code:	AFSS:		Local District:

		Meets Standard	Does Not Meet Standard	Comments
General Housekeeping				
1	All cafeteria staff and student workers wash their hands after all breaks, preparation of raw food, after any cleaning jobs, any visits to the restroom, between glove changes, and after touching face or body.			
2	All restrooms have filled and permanently mounted dispensers for paper towels, toilet paper, seat covers and soap.			
3	All kitchens, bathrooms and hand washing sinks have hot and cold running water.			
4	Employee restrooms are clean and maintained daily. The toilet/urinal plumbing is operational, and backflow devices are present.			
5	All insect and rodent infestations are identified, and aggressive corrective action taken.			
6	Dressing rooms are clean, organized and free of debris.			
Cold Food Storage				
7	All food, which must be defrosted, is thawed under refrigeration.			Freezer Temp:
8	All cold food is refrigerated at a temperature of 41° or below.			Refrigerator Temp:
9	All refrigerators, including walk-ins and milk coolers have an accurate thermometer.			Milk Cooler Temp:
Food Preparation/Leftovers				
10	Working calibrated food thermometers are available and used prior to daily meal services.			
11	All hot food is at a temperature of 140° or above (Temperature of today’s hot entrée at service time).			Temperature:
12	No food is defrosted, cooked and then refrozen.			
13	Potentially hazardous leftovers are discarded			
14	Food Temperature Logs completed daily.			
Food Handling and General Sanitation				
15	All counters are cleaned and sanitized after each food item is prepped.			
16	All panned food items are properly covered (enclosed cart food storage bags or pan liners) labeled and dated.			Temperature:
17	All food products are panned or prepared with gloved hands or utensils.			
18	All employees wear hair restraints (hair nets or caps).			
19	All employees wear appropriate clean clothing daily.			
20	All equipment is regularly cleaned and in good repair.			
21	Sanitizing test kits are available and used on a regular basis.			
22	All drawers, shelves and bins are regularly cleaned, sanitized and unlined.			
23	All floors are swept and mopped daily including all corners and baseboards.			
24	All floor drains are cleaned on a weekly basis and are free of all debris.			
25	All refrigerators and freezers, including walk-ins and milk coolers are clean, sanitary and in good repair.			
26	All utensils are properly stored (no cardboard boxes or milk crates).			
27	Ovens are clean, calibrated and in good working order.			
28	Hoods are clean, have proper air flow and in good working order.			
Food and Supply Storage				
29	All deliveries are rotated and stored immediately.			
30	All cleaning supplies are stored separately from all food and utensils.			
31	All inventory is stored at least 6 inches off the floor.			
32	All storerooms are regularly cleaned including any shelving.			
33	No food or paper goods are stored in employee dressing rooms.			
Containers				
34	All open food products are placed in air-tight containers and labeled and dated appropriately.			
Food Security Plan and Employee Training				
35	Only authorized personnel allowed in food mixing/preparation areas.			
36	Access to hazardous chemicals limited to authorized staff.			
37	MSDS available on all chemicals.			
38	Refrigeration temperatures monitored daily.			
39	Personal items prohibited in food production areas/stored only in designated areas.			
40	Food security training provided to all employees.			
41	Emergency phone numbers posted.			
42	Food incident reporting procedures/forms in place.			
43	Responsible person to check doors and windows at closing.			
44	“FOG Best Management Practices” are posted in visible location.			

Manager or Designee Name *please print*

Manager or Designee Signature