FOOD SAFETY COMPLIANCE CHECKLIST

(Check each day)

Pre-Shift Preparation

From ..... to .....

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Staff wear clean uniforms and practice hygiene.							
Wash hands before starting tasks.							
Sanitize all food prep surfaces.							
Confirm dishwashing equipment works.							
Check fridge/freezer temps (fridge: 32-40°F, freezer: ≤0°F).							
Ensure cleaning supplies are labeled and food-safe.							
Store raw and cooked foods separately.							
Additional Task:							

Instructions:

- *Complete these tasks **before food prep begins** to ensure safety and readiness.*

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FOOD SAFETY COMPLIANCE CHECKLIST

(Check each day)

During Operations

From ..... to .....

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Sanitize tools and cutting boards after raw use.							
Use separate tools for raw and cooked foods.							
Wash hands after handling raw food, trash, or touching non-food items.							
Monitor and record cooking temps (e.g., poultry: 165°F).							
Keep hot food ≥140°F and cold food ≤40°F.							
Check for spoiled or expired items and discard immediately.							
Label and date all stored food.							
Additional Task:							

Instructions:

- *Integrate these tasks into **daily workflows** to ensure compliance during service.*

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FOOD SAFETY COMPLIANCE CHECKLIST

(Check each day)

Post-Shift Cleanup

From ..... to .....

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Sanitize all surfaces and equipment.							
Empty and clean trash bins.							
Check and clean grease traps and drains.							
Remove expired or spoiled food.							
Reorganize storage using FIFO (First In, First Out).							
Mop and sanitize floors, especially under equipment.							
Restock cleaning supplies for the next day.							
Additional Task:							

Instructions:

- *Focus on **deep cleaning and restocking** to prepare for the next shift.*

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FOOD SAFETY COMPLIANCE CHECKLIST

(Check Weekly and Monthly)

Weekly and Monthly Compliance

From ..... to .....

TASK	Date	Date	Date	Date
Deep clean ovens, grills, and fryers.				
Calibrate thermometers and check equipment accuracy.				
Inspect pest control measures and address issues.				
Verify all staff training is up to date.				
Review and update food safety logs.				
Schedule equipment maintenance as needed.				
Conduct a mock inspection to spot issues.				
Additional Task:				

Instructions:

- *Use these tasks to ensure **long-term compliance** with food safety standards.*

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