

PERISHABLE FOOD SAFETY CHECKLIST

Receiving and Inspection

Date.....

TASK	STATUS
Inspect delivery trucks for cleanliness and proper temperature during unloading.	
Check and record temperatures of all perishable items upon receipt.	
Inspect the packaging for damage, leaks, or contamination.	
Verify expiration dates and quality (e.g., freshness of produce, color of meat).	
Reject any items that do not meet safety or quality standards.	
<i>Additional Task:</i>	

Instructions:

- *Always document rejected items and communicate issues with the supplier immediately.*

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Storage Practices

Date.....

TASK	STATUS
Store perishable items immediately in inappropriate temperature zones (e.g., meat: 32-40°F, frozen foods: ≤0°F).	
Ensure proper airflow in refrigeration units; avoid overcrowding.	
Separate raw and ready-to-eat foods to prevent cross-contamination.	
Label and date all items before storage.	
Regularly inspect refrigeration units for consistent temperature and functionality.	
<i>Additional Task:</i>	

Instructions:

- Use **FIFO (First In, First Out)** to ensure older stock is used first.

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Display and Stock Rotation

Date.....

TASK	STATUS
Arrange perishable items on shelves and displays to maintain proper airflow.	
Monitor display temperatures (e.g., refrigerated cases $\leq 40^{\circ}\text{F}$).	
Rotate stock daily, moving older items to the front.	
Remove expired, spoiled, or damaged items from displays immediately.	
Ensure items are labeled with visible expiration dates.	
<i>Additional Task:</i>	

Instructions:

- Check display units frequently during busy hours to ensure proper temperatures and stock freshness.

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Display and Stock Rotation

Date.....

TASK	STATUS
Use calibrated thermometers to check storage and display temperatures daily.	
Log temperature readings for all refrigeration and freezer units.	
Set alerts on refrigeration units for temperature deviations.	
Respond promptly to any temperature fluctuations to prevent spoilage.	
Verify that freezer doors are sealed and not left open.	
<i>Additional Task:</i>	

Instructions:

- *Train staff to perform and log temperature checks at least twice per shift.*

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Handling and Food Safety

Date.....

TASK	STATUS
Wash hands and sanitize utensils and surfaces before handling food.	
Use separate cutting boards for raw and ready-to-eat foods.	
Ensure all prepared perishable foods are stored or displayed within 2 hours.	
Avoid over-stocking displays to reduce risk of temperature inconsistency.	
Train staff on food safety protocols and proper handling techniques.	
<i>Additional Task:</i>	

Instructions:

- Focus on minimizing contamination risks through proper handling and sanitation practices.

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Regular Maintenance and Audits

Date.....

TASK	STATUS
Schedule routine cleaning of refrigeration units, including coils and fans.	
Defrost freezers as necessary to maintain efficiency.	
Conduct regular inspections of storage and display areas for compliance.	
Review food safety logs for accuracy and completeness.	
Schedule periodic audits to ensure compliance with local health regulations.	
<i>Additional Task:</i>	

Instructions:

- Address maintenance issues promptly to avoid disruptions in food safety standards.