

## FOOD SAFETY CHECKLIST

<b>PLANNING (1-3 Days Before Activity)</b>	<b>Completed</b>
During setup, survey location for adequate counter space, kitchen equipment, trash cans, cleaning supplies, restrooms (or sink with running water)	
Ensure equipment needed for selected recipes is available and functional: notify person in charge of facility if equipment not in proper working order	
Allow time to prepare any recipe items in advance in a clean, sanitized preparation environment	
If participants will be taking food home, ensure they have proper refrigeration to do so and have them bring dishware for safe food transport	
Know appropriate cooking temperatures for raw items (beef, poultry, etc.) prior to preparation	
Re-stock food safety tool kit and prepare bleach sanitizer solution with correct concentration	
Re-stock necessary cooking equipment and utensils in plastic container or bag; clean container <i>at least</i> monthly and as needed; calibrate thermometers	
Store dry foods in separate containers with tight-fitting lids; clean <i>at least</i> monthly	
Store cold foods (41°F or below) in cooler with ice or ice packs; clean <i>at least</i> weekly	
Store hot foods (135°F or above) in covered, insulated container; clean <i>at least</i> weekly	
<b>SHOPPING</b>	
Prior to shopping for new items, check ingredient inventory from prior lessons for quantity, quality, and freshness; use package dates	
Pack cooler for cold foods with ice packs last; purchase these foods just before the event	
Bring foods straight to preparation or lesson site after purchasing to ensure timely refrigeration	
<b>TRANSPORT</b>	
Put a clean sheet, towel or plastic bag on floor/location in vehicle where transport containers will be placed	
Keep hot foods (135°F or above) by keeping in a tightly covered in insulated container; check temperatures when arrive (if below 135°F, reheat to 165°F)	
Keep cold foods (41°F or below) in cooler with ice; check temperatures if traveling over 30 minutes	
<b>ACTIVITY</b>	
<i>Tasting</i>	
Wash and sanitize all serving surfaces; cover with clean tablecloth if possible	
Ensure proper personal hygiene, wash hands frequently, and wear gloves when serving	
Store small batches of hot foods in crock pot and cold food in bowl with ice while serving	
If possible, pre-portion servings for participants before activity to increase control/minimize food safety risk	
Have participants wash hands before tasting when time/facilities allow; always use clean utensils in dishes	
Check for appropriate food temperatures frequently; discard all served and unused prepared food that hasn't been consumed after 1-2 hours	
<i>Preparation/Demonstration</i>	
Follow all food safety guidelines in recipes: anyone assisting in preparation must follow preparation guidelines and personal hygiene guidelines	
Store cold foods in refrigerator below 41°F	
Wash and sanitize (with bleach solution) all preparation surfaces	
Wash hands before putting on gloves when preparing ready-to-eat foods	
Use separate utensils and preparation areas for ready-to-eat and raw foods; designate work zones for clean and soiled items	
Cook foods to appropriate temperatures as specified on recipe; use a thermometer	
<b>CLEANUP &amp; STORAGE</b>	
Remove debris from utensils and take utensils to another location if sink unavailable, may also use a dishwasher at another location.	
Sanitize all sink compartments prior to filling	
Wash utensils in sink 1 with hot, soapy water; Rinse utensils in sink 2 in very hot water; Submerge utensils in sink 3 in sanitizing solution for one minute. Use dishpans to create a 2 <sup>nd</sup> and/or 3 <sup>rd</sup> sink if needed	
Wash and sanitize (with bleach solution) all preparation and eating surfaces	
Follow any additional guidelines of facility	
After transportation to storage site, store dry foods off floor in cool area in sealed containers	
Store perishable foods in labeled containers(name of product/date) in refrigerator; dispose of any questionable foods or foods served but not consumed	