
 Organization Name

Food Prep Safety Checklist

From pancake breakfasts to school lunches to dinners for the homeless, ministries have ample opportunities to serve meals. Whatever the occasion, safe food preparation and serving techniques can help keep everyone healthy.

	Yes	Needs Attention
1. Do you train workers and volunteers to wash their hands thoroughly before and after handling food?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are countertops, cutting boards, dishes, utensils, and other surfaces regularly cleaned and sanitized?	<input type="checkbox"/>	<input type="checkbox"/>
3. Is raw meat prepared in an area that is separate from areas used to prepare raw vegetables or other types of food?	<input type="checkbox"/>	<input type="checkbox"/>
4. Is food served on plates and with utensils that have been properly cleaned and sanitized?	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you check to make sure that meats have been cooked to their safe minimum internal temperatures?	<input type="checkbox"/>	<input type="checkbox"/>
6. Is excess food kept hot in the oven at 200-250° F or refrigerated until serving time?	<input type="checkbox"/>	<input type="checkbox"/>
7. Do you reheat hot foods to at least 165° F before serving?	<input type="checkbox"/>	<input type="checkbox"/>
8. Do you arrange and serve food on small serving dishes and replace depleted platters with fresh, full ones as needed?	<input type="checkbox"/>	<input type="checkbox"/>
9. Do you keep track of how long foods sit on serving tables?	<input type="checkbox"/>	<input type="checkbox"/>
10. Do you replace all food that has been on a serving table for two hours or longer?	<input type="checkbox"/>	<input type="checkbox"/>
11. Do you use chafing dishes, slow cookers, and warming trays to keep hot foods hot while held on a serving table?	<input type="checkbox"/>	<input type="checkbox"/>
12. Are hot foods held at 140° F or warmer?	<input type="checkbox"/>	<input type="checkbox"/>
13. Are cold foods held at 40° F or colder?	<input type="checkbox"/>	<input type="checkbox"/>

Notes: _____

Completed by: _____ Date: _____

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