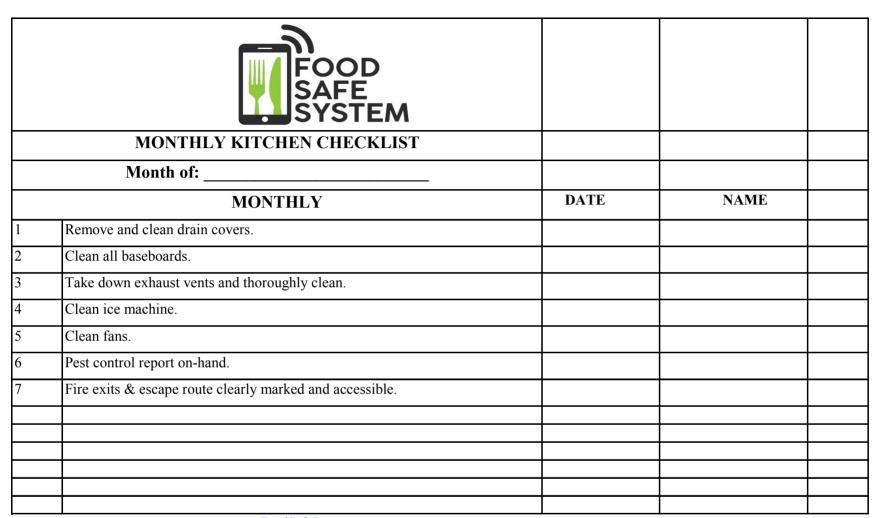
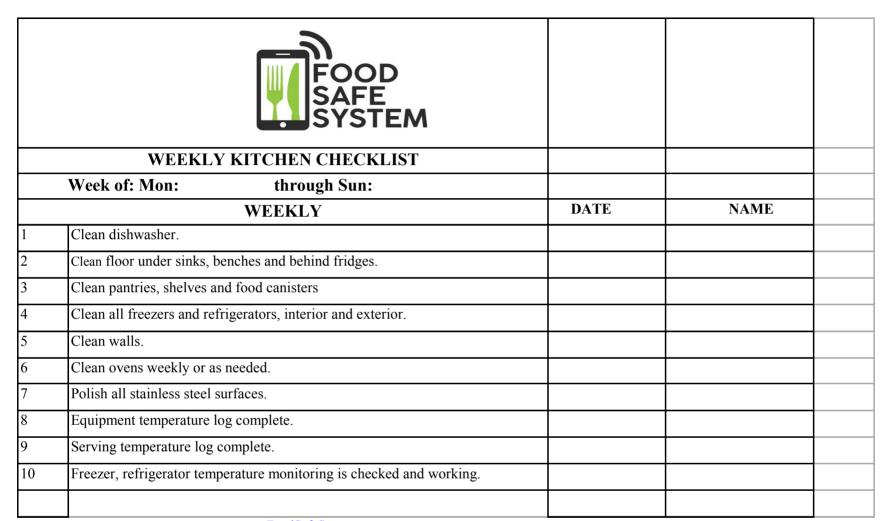


DAILY KITCHEN CHECKLIST Week of: Mon: through Sun: **DAILY OR AFTER EACH USE** INITIALS **Use N/A when the item is not applicable. Do not leave blank. Mon Tue Wed Thu Fri Sat Sun **Use W/O when a work order is pending. Do not leave blank. All dishes, pots, pans and utensils are cleaned and stored properly after each USe. 2. All HACCP files and food temperatures are checked and completed. All sinks are cleaned & sanitized after use. 3. All work counters are cleaned & sanitized after use. Can opener is cleaned & sanitized after each use. 5 Steam table is cleaned & sanitized after each use. 6. Dishwasher is cleaned after each use. All deliveries are checked and sorted away correctly with use by dates checked when applicable. Trash can is emptied and cleaned after each meal. Bathroom is cleaned daily or as needed. 10. 11 Dish cloths are washed at the end of each day. 12 Sweep floors after meals and mop daily. 13 Oven spills are cleaned and ovens are turned off. Food service employees wear hair restraints and clean clothing and keep 14. hands clean and free of any open sores or infections that could spread to food. Clean ice machine exterior. 15 16 Store rooms tidy 17. Clean mixer after each use. Cover. 18. Foods thawed appropriately. 19. Foods cooled appropriately. 20 Chemical stored away from food. 21. 22 23

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