

FOOD SAFE SYSTEM

DAILY KITCHEN CHECKLIST

Week of: Mon: through Sun:



DAILY OR AFTER EACH USE

ADD INITIALS WHEN COMPLETE

Use N/A when the item is not applicable. Do not leave blank. Use W/O when a work order is pending. Do not leave blank.	Mon	Tue	Wed	Thu	Fri	Sat	Sun
1. 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.							
3. All sinks are cleaned & sanitized after use.							
4. All work counters are cleaned & sanitized after use.							
5. Can opener is cleaned & sanitized after each use.							
6. Steam table is cleaned & sanitized after each use.							
7. Dishwasher is cleaned after each use.							
8. All deliveries are checked and sorted away correctly with use by dates checked when applicable.							
9. Trash can is emptied and cleaned after each meal.							
10. Bathroom is cleaned daily or as needed.							

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
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.							
14. Food service employees wear hair restraints and clean clothing and keep hands clean and free of any open sores or infections that could spread to food.							
15. Clean ice machine exterior.							
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.							

NAME: _____ DATE: _____

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WEEKLY KITCHEN CHECKLIST

Week of: Mon: through Sun:

WEEKLY

DATE	NAME
1. Clean dishwasher.	
2. Clean floor under sinks, benches and behind fridges.	
3. Clean pantries, shelves and food canisters	
4. Clean all freezers and refrigerators, interior and exterior.	
5. Clean walls.	
6. Clean ovens weekly or as needed.	
7. Polish all stainless steel surfaces.	
8. Equipment temperature log complete.	
9. Serving temperature log complete.	
10. Freezer, refrigerator temperature monitoring is checked and working.	

Food Safety Best Practices

Personal Hygiene

- Wash hands thoroughly and frequently
- Wear clean uniforms and hair restraints
- Cover cuts with waterproof bandages
- Report any illness immediately

Temperature Control

- Keep hot foods above 63°C
- Keep cold foods below 5°C
- Check temperatures regularly
- Cool foods quickly within 2 hours

Cross-Contamination Prevention

- Use separate cutting boards
- Store raw foods below cooked foods
- Clean and sanitize surfaces regularly
- Store chemicals away from food

HACCP Principles

Hazard Analysis

Identify potential food safety hazards

Critical Control Points

Determine points where control is essential

Critical Limits

Establish safety thresholds at each CCP

Monitoring Procedures

Create systems to observe and measure CCPs

Corrective Actions

Develop responses when limits are exceeded

Verification

Confirm the system works effectively

Documentation

Maintain records of all procedures

Temperature Danger Zone



Key Temperature Points

63°C+

Safe Hot Zone

Bacteria cannot survive

5-63°C

Danger Zone

Rapid bacteria growth

5°C-

Safe Cold Zone

Bacteria growth slows

-18°C

Freezing Point

Bacteria become dormant

Cleaning and Sanitizing



Remove Debris

Scrape or rinse away visible food particles and dirt



Wash

Clean with hot water and detergent to remove grease and soil



Rinse

Remove all detergent and remaining soil with clean water



Sanitize

Apply chemical sanitizer or hot water to kill remaining bacteria



Air Dry

Allow items to air dry completely before storing or reusing

Contact Information

www.FoodSafeSystem.com

For questions or additional resources about food safety management and compliance.

☐ Remember to complete both daily and weekly checklists to maintain proper food safety standards in your kitchen.

Emergency Contacts

Health Department	----- -----
Food Safety Manager	----- -----
Equipment Repair	----- -----
Pest Control	----- -----