



Barry County Health Department  
 90 Barry County Drive - PO Box 207  
 Cassville, MO 65625  
 417-847-2114 FAX 417-847-2116  
[www.barrycountyhealth.com](http://www.barrycountyhealth.com)

## FOOD SAFETY CHECKLIST

Date \_\_\_\_\_ Observer \_\_\_\_\_

Directions: Use this checklist daily to determine areas in your operations requiring corrective action. This is not the complete Missouri food code. The complete Food Code can be found at [www.dhss.mo.gov/foodcode](http://www.dhss.mo.gov/foodcode).

\*Items required for HACCP and recommended by Barry County Health Department.

### PERSONAL HYGIENE

	Yes	No	Corrective Action
• Employees wear clean and proper uniform including shoes.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Effective hair restraints are properly worn.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Fingernails are short and clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Jewelry is limited to a plain ring, such as wedding band and a watch and no bracelets.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Hands are washed properly, frequently, and at appropriate times.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Burns, wounds, sores or scabs, or splints and water-proof bandages on hands are bandaged and completely covered with a foodservice glove while handling food.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Eating, drinking, chewing gum, smoking, or using tobacco are allowed only in designated areas away from preparation, service, storage, and ware washing areas.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Employees use disposable tissues when coughing or sneezing and then immediately wash hands.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Employees appear in good health.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Hand sinks are unobstructed, operational, and clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Hand sinks are stocked with soap, disposable towels, and warm water.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• A handwashing reminder sign is posted.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Employee restrooms are operational and clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____

### FOOD PREPARATION

	Yes	No	Corrective Action
• All food stored or prepared in facility is from approved sources.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Food equipment utensils, and food contact surfaces are properly washed, rinsed, and sanitized before every use.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Frozen food is thawed under refrigeration, cooked to proper temperature from frozen state, or in cold running water.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Thawed food is not refrozen.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Preparation is planned so ingredients are kept out of the temperature danger zone to the extent possible.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Food is tasted using the proper procedure.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Procedures are in place to prevent cross-contamination.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Food is handled with suitable utensils, such as single use gloves or tongs.	<input type="checkbox"/>	<input type="checkbox"/>	_____

- Food is prepared in small batches to limit the time it is in the temperature danger zone. ☐ ☐ \_\_\_\_\_
- Clean reusable towels are used only for sanitizing equipment and surfaces and not for drying hands, utensils, or floor. ☐ ☐ \_\_\_\_\_
- Food is cooked to the required safe internal temperature for the appropriate time. The temperature is tested with a calibrated food thermometer. ☐ ☐ \_\_\_\_\_
- \*The internal temperature of food being cooked is monitored and documented. ☐ ☐ \_\_\_\_\_

### **HOT HOLDING**

**Yes No Corrective Action**

- Hot holding unit is clean. ☐ ☐ \_\_\_\_\_
- Food is heated to the required safe internal temperature before placing in hot holding. Hot holding units are not used to reheat potentially hazardous foods. ☐ ☐ \_\_\_\_\_
- Hot holding unit is pre-heated before hot food is placed in unit. ☐ ☐ \_\_\_\_\_
- Temperature of hot food being held is at or above 140 °F. ☐ ☐ \_\_\_\_\_
- Food is protected from contamination. ☐ ☐ \_\_\_\_\_

### **COLD HOLDING**

**Yes No Corrective Action**

- Refrigerators are kept clean and organized. ☐ ☐ \_\_\_\_\_
- Temperature of cold food being held is at or below 41 °F. ☐ ☐ \_\_\_\_\_
- Food is protected from contamination. ☐ ☐ \_\_\_\_\_

### **REFRIGERATOR, FREEZER, AND MILK COOLER**

**Yes No Corrective Action**

- Thermometers are available and accurate. ☐ ☐ \_\_\_\_\_
- Temperature is appropriate for pieces of equipment. ☐ ☐ \_\_\_\_\_
- Food is stored 6 inches off floor or in walk-in cooling equipment. ☐ ☐ \_\_\_\_\_
- Refrigerator and freezer units are clean and neat. ☐ ☐ \_\_\_\_\_
- Proper chilling procedures are used. ☐ ☐ \_\_\_\_\_
- All food is properly wrapped, labeled, and dated. ☐ ☐ \_\_\_\_\_
- The FIFO (First In, First Out) method of inventory management is used. ☐ ☐ \_\_\_\_\_
- Ambient air temperature of all refrigerators and freezers is monitored (\*and documented) at the beginning and end of each shift. ☐ ☐ \_\_\_\_\_

### **FOOD STORAGE AND DRY STORAGE**

**Yes No Corrective Action**

- Temperatures of dry storage area is between 50 °F and 70 °F or State public health department requirement. ☐ ☐ \_\_\_\_\_
- All food and paper supplies are stored 6 to 8 inches off the floor. ☐ ☐ \_\_\_\_\_
- All food is labeled with name and received date. ☐ ☐ \_\_\_\_\_
- Open bags of food are stored in containers with tight fitting lids and labeled with common name. ☐ ☐ \_\_\_\_\_
- The FIFO (First In, First Out) method of inventory management is used. ☐ ☐ \_\_\_\_\_
- There are no bulging or leaking canned goods. ☐ ☐ \_\_\_\_\_

● Food is protected from contamination.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● All food surfaces are clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Chemicals are clearly labeled and stored away from food and food-related supplies.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● There is a regular cleaning schedule for all food surfaces.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Food is stored in original container or a food grade container.	<input type="checkbox"/>	<input type="checkbox"/>	_____

### CLEANING AND SANITIZING

	Yes	No	Corrective Action
● Three-compartment sink is properly set up for ware washing.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Dish machine is working properly (such as gauges and chemicals are at recommended levels).	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Water is clean and free of grease and food particles.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Water temperatures are correct for wash and rinse.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● If heat sanitizing, the utensils are allowed to remain immersed in 171 °F water for 30 seconds.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● If using a chemical sanitizer, it is mixed correctly and a sanitizer strip is used to test chemical concentration.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Wiping cloths are stored in sanitizing solution while in use.	<input type="checkbox"/>	<input type="checkbox"/>	_____

### UTENSILS AND EQUIPMENT

	Yes	No	Corrective Action
● All small equipment and utensils, including cutting boards and knives, are cleaned and sanitized between uses.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Small equipment and utensils are washed, sanitized, and air-dried.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Work surfaces and utensils are clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Work surfaces are cleaned and sanitized between uses.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Thermometers are cleaned and sanitized after each use.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Thermometers are calibrated on a routine basis.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Can opener is clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Drawers and racks are clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Clean utensils are handled in a manner to prevent contamination of areas that will be in direct contact with food or a person's mouth.	<input type="checkbox"/>	<input type="checkbox"/>	_____

### LARGE EQUIPMENT

	Yes	No	Corrective Action
● Food slicer is clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Food slicer is broken down, cleaned, and sanitized before and after every use.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Boxes, containers, and recyclables are removed from site.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Loading dock and area around dumpsters are clean and odor-free.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Exhaust hood and filters are clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____

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**GARBAGE STORAGE AND DISPOSAL**

	Yes	No	Corrective Action
● Kitchen garbage cans are clean and kept covered.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Garbage cans are emptied as necessary.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Boxes and containers are removed from site.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Loading dock and area around dumpster are clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Dumpsters are clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____

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**PEST CONTROL**

	Yes	No	Corrective Action
● Outside doors have screens, are well-sealed, and are equipped with a self-closing device.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● No evidence of pests is present.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● There is a regular schedule of pest control by a licensed pest control operator.	<input type="checkbox"/>	<input type="checkbox"/>	_____

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**OTHER ITEMS**

	Yes	No	Corrective Action
● All applicable equipment and drain lines are protected with a back flow prevention device.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Food and food contact items are not stored under drain lines.	<input type="checkbox"/>	<input type="checkbox"/>	_____

Information provided by USDA in cooperation with FDA from the HACCP guidance document 2005

Note: Some information has been modified by the Barry County Health Department to accommodate Non-HACCP required establishments.