

# Food Safety Person In Charge Daily Checklist

A Person-in-Charge (PIC) must be present during all hours of operation. The PIC is required to monitor the facility throughout the day to assure that food is prepared and served according to law.

Checklist fields should be answered Yes, No or N/A.

Items in bold indicate a Critical Violation or HACCP Critical Control Point. Operator must take immediate action if response is in the negative.

Hygiene/health  Monitor Activities Of Staff	Shift			Corrective Action Taken?
	1st	2nd	3rd	
No Ill employees present				
Clean and proper uniforms				
Hair restraint worn				
Handwashing conducted at required frequencies				
Handsinks clear, stocked & functional				
Employee meals and smoking conducted in approved area				
Employee beverage in closed, unbreakable container				
Only authorized persons in Food Service Areas				
Staff trained for days job				

Food Safety Risk Factors - General	Shift			Corrective Action Taken?
	1st	2nd	3rd	
Food obtained from approved sources				
Deliveries received at proper temperature				
Packages integrity (Free from temperature abuse/insects/damaged)				
Thermometer available and calibrated				
Line checks on product taken				
Equipment functioning as required				
Proper methods used for thawing				

Food Safety Risk Factors - Hot	Shift			Corrective Action Taken?
	1st	2nd	3rd	
Proper initial cook temperature				
Hot foods held above 135°F				
Time controlled foods marked				
Time controlled foods discarded when expired after 4 hours				
Rapid cooling methods used (135 to 70 w/in 2 hrs/70 to 41 less than 4)				
Reheat less than 2 hours				

Food Safety Risk Factors - Cold	Shift			Take Action?
	1st	2nd	3rd	
Cold foods held below 41°F				
Date Marking complete on all required RTE foods				
Package stored in contact with ice				

Cross Contamination Prevention	Shift			Corrective Action Taken?
	1st	2nd	3rd	
Raw animal product stored down and away from ready to eat/ low cook foods				
Raw meats stored by species				
Employee washing hands after handling raw product				

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Gloves or other barrier used to handle RTE food				
Employees washing hands after handling soiled dishes/ equipment before handling clean wares				

  

Sanitation	Shift			Corrective Action Taken?
Food Contact Surfaces	1st	2nd	3rd	
Chemicals approved for use				
Chemicals stored properly				
Proper setup of 3 compartment sink system, if used				
Dish machine functioning properly (gauges & pressure) & chemicals stocked				
Chemical sanitizer at acceptable level (if applicable) Chlorine 50-100 ppm Quat 200 ppm Iodine 12.5 ppm				
Heat sanitizing >160°F on final rinse of dishmachine (if applicable)				
Clean in place completed on fixed equipment				
Wiping cloth buckets setup with sanitizer at proper concentration				

  

Sanitation - Daily Maintenance	Shift			Corrective Action Taken?
	1st	2nd	3rd	
Restrooms stocked & cleaned				
Outer openings closed to prevent pest entry				
Routine cleaning of facility complete				
Dumpster lids and enclosure closed, area free from trash				

  

Assignment Of Duty	Shift			Corrective Action Taken?
Person In Charge Of Food Safety Of Establishment	1st	2nd	3rd	
Employee Initials				