Food Safety Project
IOWA STATE UNIVERSITY

NEW FOODSERVICE EMPLOYEE ORIENTATION
FOOD SAFETY CHECKLIST

Name_____ Position _____

PROCEDURES	✓	COMMENTS
Personal Hygiene		
Designated uniform – clean daily		
Hair restraint – cover all hair		
Jewelry – limited to a plain ring		
Fingernails – short, unpolished, clean. No artificial fingernails		
Employees with illness - review district policy and Food Code		
Open sores, cuts, abrasions, or burns must be completely covered when handling food		
Smoking policy – review district policy and Food Code		
Sneezing/coughing - appropriate action		
Eating, drinking, & gum chewing in designated areas only		
Beak and Meal Policy: Where breaks/meals occur When breaks/meals occur		
Locker room – storage of personal items		

Handwashing & Glove Use		
Handwashing procedures: When to wash hands Where to wash hands How to wash hands		
Use of disposable gloves When to change How to use		

Cleaning and Sanitizing		
Laundry and linen use- appropriate cloths/handling		
How to prepare and when to use cleaning solutions		
How to prepare and when to use sanitizing solutions		
Use of test strips to determine product strength		
Material Safety Data Sheets accessibility		
Other Information		
Provided copy of Food Safety brochure to employee		

I understand these policies and procedures and I agree to follow them because of their importance to safety for children. I understand that following these policies and procedures is a condition of employment in this department and school district.

_____ _____

Employee Name Date Foodservice Manager Date