

CATERING INSPECTION CHECKLIST FOR FOOD VENDORS

The establishment of a temporary catering facility can mean working in less-than-ideal conditions. The following checklist will provide guidance on minimum requirements for this type of event catering.

Setting Up

Food service operation is licensed or registered in accordance with State/local requirements. YES / NO

The appropriate permit has been obtained from the State/local authority where the event is to be held. YES / NO

The area for which the permit is valid is clear, that is, the location where the vendor can set up? YES / NO

Staff Training

Staff are trained in food handling and food safety. YES / NO

Staff have been instructed on machinery operation, food preparation routines and occupational health and safety matters. YES / NO

There are clear guidelines for staff about what to do if problems occur (who to contact and appropriate contact numbers). YES / NO

Food Handling

All food handlers carry out hand washing thoroughly and regularly, particularly:

- Before commencing work and after every break YES / NO
- After visiting the toilet YES / NO
- After handling raw food YES / NO
- After using a handkerchief or tissue or touching nose, hair or mouth YES / NO
- After handling trash YES / NO
- After smoking YES / NO

Correct food temperatures can be, and are, maintained. YES / NO

CATERING INSPECTION CHECKLIST FOR FOOD VENDORS (CONTINUED)

Food is cooled rapidly under refrigeration in trays not more than 4 inches deep	YES / NO
Tongs are provided and used where possible for food handling.	YES / NO
Gloves, if used, are changed regularly.	YES / NO
Food is thoroughly cooked.	YES / NO
Food is protected from dust, insect pests, and other contaminating matter.	YES / NO
Staff wear suitable, clean clothing and have long hair tied back.	YES / NO
Food on display on counters is protected from contamination from the public by use of covers or guards.	YES / NO
Condiment area is checked and cleaned regularly.	YES / NO
Food Storage	
Sufficient refrigeration space is provided to cope with peak demand.	YES / NO
Refrigerated storage temperatures can be maintained during peak loads.	YES / NO
Raw foods are stored below cooked or ready to eat foods.	YES / NO
Food containers are covered.	YES / NO
Food is stored off the floor on pallets or shelving.	YES / NO
Frozen food is thawed on the bottom shelf in the refrigerator or under cold running water.	YES / NO
Dry food storage space is adequate for peak loads.	YES / NO
Dry foods are protected from dust and insect pests and rodents at all times.	YES / NO
Hot food storage is in accordance with applicable standards.	YES / NO
Cold food storage is in accordance with applicable standards.	YES / NO

CATERING INSPECTION CHECKLIST FOR FOOD VENDORS (CONTINUED)

Food Transport

Transport times are kept to a minimum. YES / NO

Food temperatures are met at all times during transport. YES / NO

All foods are protected from dust, pests, chemicals, and other contaminating matter. YES / NO

Cleaning and Sanitizing

Cleaning cloths are replaced frequently. YES / NO

Equipment and surfaces used for the preparation of raw foods are cleaned and sanitized before further use. YES / NO

Sanitizers are appropriate for use in the food industry and are used in accordance with the manufacturers' directions. YES / NO

Packaging and Labeling

All prepackaged foods are labeled in accordance with United States Food and Drug Administration nutritional requirements. YES / NO

Waste Management

Waste is removed regularly from food preparation areas. YES / NO

Putrescible (decomposable) waste removed from food preparation areas is placed in bins with tight-fitting lids.

Capacity to store sullage waste is adequate or connection to the sewer is maintained without leakage. YES / NO

Infectious Diseases

All staff are required to report any gastrointestinal type illness to the supervisor. YES / NO

A register of staff illness is kept by the supervisor. YES / NO

Staff are not permitted to work while they have symptoms of gastrointestinal illness or in the acute stage of a cold or flu-like illness. YES / NO

CATERING INSPECTION CHECKLIST FOR FOOD VENDORS (CONTINUED)

Safety

The workplace is safe, that is, there are no trip hazards, no unprotected hot zones, and no unguarded equipment. YES / NO

Fire precautions are followed and fire safety devices are to the satisfaction of the fire authority. YES / NO

Food handlers have contact details for all necessary personnel in case of problems occurring. YES / NO

A list of appropriate contact details is maintained and accessible. YES / NO

For example,

- Event organizer YES / NO
- Environmental health officer YES / NO
- Plumber YES / NO
- Electrician YES / NO
- Refrigeration mechanic YES / NO
- Alternative refrigeration suppliers YES / NO