



## NEW RESTAURANT EMPLOYEE ORIENTATION FOOD SAFETY CHECKLIST

Name: \_\_\_\_\_

Position: \_\_\_\_\_

PROCEDURES	✓	COMMENTS
<b>Personal Hygiene</b>		
Designated uniform – clean daily		
Hair restraint – cover all hair		
Jewelry – limited to plain ring, remove watch		
Fingernails – short, unpolished, clean. No artificial fingernails		
Employees with illness and symptoms - review restaurant policy and Food Code		
Open sores, cuts, abrasions, or burns must be completely covered when handling food		
Smoking policy – review restaurant policy and Food Code		
Sneezing/coughing - appropriate action fallen		
Eating, drinking, & gum chewing in designated areas only		
Break and Meal – Review Restaurant Policy Where breaks/meals occur When breaks/meals occur		
Locker room – storage of personal items		
<b>Handwashing &amp; Glove Use</b>		
Handwashing procedures: When to wash hands Where to wash hands How to wash hands		
Use of disposable gloves When to change How to use		
<b>Cleaning and Sanitizing</b>		
Laundry and linen use – use appropriate cloths/handling and storage		
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 Sheet accessibility		
<b>Other Information</b>		
Review 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 of customers. I understand that following these policies and procedures is a condition of employment in this restaurant.

Employee Name

Date

Restaurant Manager

Date