



NEW RESTAURANT EMPLOYEE ORIENTATION FOOD SAFETY CHECKLIST

Name: _____

Position: _____

PROCEDURES	✓	COMMENTS
Personal Hygiene		
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 taken		
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		
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 – 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		
Other Information		
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 _____