

New Employee Food Safety Checklist

This checklist confirms that your new employee has received basic food safety orientation. Complete all sections, have the employee sign, and keep on file.

1. Certification & Documentation

- ☐ Valid food handler card is on file (or proof of enrollment in a course)
- ☐ Certificate expiration date logged

Expiration date: _____

- ☐ Employee understands they must renew before card expires

2. Personal Hygiene

- ☐ Handwashing procedure reviewed: soap + water, 20 seconds minimum
- ☐ Knows when to wash hands: before handling food; after restroom, touching face/hair, handling raw meat, taking out trash, or returning from break
- ☐ Hair restraint policy explained (hat, hairnet, or tie-back)
- ☐ Jewelry policy explained (no loose bracelets, rings, etc. while handling food)
- ☐ Clean uniform/apron required for every shift
- ☐ No bare-hand contact with ready-to-eat food (use gloves, tongs, or deli paper)

3. Illness Reporting

- ☐ Must report to manager: vomiting, diarrhea, jaundice, sore throat with fever, or infected wound
- ☐ Must report diagnosis of: Norovirus, Salmonella, Shigella, E. coli O157:H7, or Hepatitis A
- ☐ Understands they may be excluded from work (or restricted to non-food tasks) while symptomatic
- ☐ Employee illness reporting agreement signed and on file

4. Temperature Control

- ☐ Cold TCS food must be held at 41 F (5 C) or below
- ☐ Hot TCS food must be held at 135 F (57 C) or above
- ☐ Danger zone is 41F-135F (5C-57C); total time in danger zone must not exceed 4 hours
- ☐ Can locate and properly read a food thermometer
- ☐ Knows minimum internal cooking temperatures for common foods (poultry 165 F; ground meat 155 F; whole muscle beef/pork 145 F)

5. Cross-Contamination Prevention

- ☐ Raw meat, poultry, and seafood stored BELOW ready-to-eat foods in cooler
- ☐ Color-coded cutting board system reviewed (if applicable)
- ☐ Separate utensils and prep surfaces for raw proteins vs ready-to-eat foods
- ☐ Wash, rinse, and sanitize surfaces and equipment between uses

6. Cleaning & Sanitizing

- ☐ Understands the difference: cleaning removes dirt; sanitizing reduces pathogens
- ☐ Sanitizer concentration requirements reviewed for this establishment
- ☐ Knows how to test sanitizer strength with test strips
- ☐

New Employee Food Safety Checklist

Three-compartment sink procedure reviewed: wash -> rinse -> sanitize -> air dry

Acknowledgement

I confirm that I have received and understood the food safety orientation described above. I agree to follow these practices on every shift.

Employee (print):	_____	Date:	_____
Employee signature:	_____		
Supervisor/Manager:	_____	Date:	_____