

Food Prep Checklist

Follow when cooking or serving hot/cold foods; also follow general kitchen guidelines on other side.

Receiving and storing food

- Discard any food in damaged containers, showing leaks, water stains, pest damage, or out-of-date.
- To avoid cross-contamination, promptly store cold items in refrigerator in this order (top shelf to bottom):
 - Ready-to-eat items, sodas, bottled condiments, produce
 - Seafood
 - Whole cuts of beef and pork
 - Ground meats and fish
 - Whole and ground poultry, raw eggs in shells

Food safety

- Foods most likely to become dangerous if held too long at the wrong temperature (see box below):
 - Milk and dairy products, shell eggs, meat, poultry, fish, baked potatoes, cooked rice/beans/vegetables, tofu or soy protein products, sprouts, sliced melons, cut tomatoes and leafy greens, untreated garlic and oil mixtures.
- Wash, rinse and sanitize cutting boards, utensils, and prep surfaces:
 - Before beginning food prep
 - In between tasks where cross-contamination can occur (e.g., working with raw meats)
 - Every 4 hours
- Do not leave frozen foods out on the counter to thaw. Instead thaw them:
 - In the refrigerator, submerged in running water, in the microwave (as long as you then cook that food right away), or as part of the cooking process
- Only used pre-cooked items such as pasta, chicken, and potatoes if they have been cooked, cooled, and held correctly (see below).
- Work with small batches of food so that supply can remain cooled or heated as long as possible.
- Self-serve – Do not re-use plates/utensils. Take a clean plate/utensil for refills.

Hot/cooked foods

- Cook all foods to correct temperature using thermometers (check for 15 seconds; thermometers are located in the drawer to the left of the stoves):
 - 145° - Roasts (beef, pork, lamb); seafood, steaks, eggs served immediately
 - 155° - Ground meats and seafood, brined meats, eggs that will be hot-held (warming pans)
 - 165° - Poultry, stuffing, meats/seafood/pasta that are stuffed, casseroles containing milk/dairy, meat, fish, baked potato, tofu/soy protein, tomatoes/cut greens; any food that has been partially pre-cooked
- Once cooked, food must be eaten immediately, hot-held (e.g., steamer trays) at 140°, or remain at room temperature for ***no longer than 4 hours***.
- If re-heating, bring to 165°, then follow guidelines for hot/cooked food.

Cold/pre-cooked foods

- Cool cooked food to 70° or less ***within two hours*** (ice bath, smaller batches, shallow pans). At this temp, it can go into refrigerator. Cool to 41° or less within four hours.
- Room temperature or chilled food must be eaten immediately or remain at 70° or less for ***no longer than 6 hours***. After 6 hours or if its temperature exceeds 70°, throw it out.
- Discard leftover food (even if refrigerated) if not eaten within 7 days or after its opened/use by date.