

**FOOD HANDLING CHECKLIST:**

This checklist contains simple acts that you can do prior, during and after serving food to the public. Before performing any food-related activity, consult and review the list to make sure you have done everything in your power to ensure the food you are serving is safe. All of your answers should be YES. Also, contact your local health department and municipality for any information they might have on safe handling of food or if you are uncertain about anything.

<b>Risk Control Tasks to be Completed: Food Handling</b>	<b>Yes</b>	<b>No</b>
<b>Prior to the Event:</b>		
Call your municipal government and local health department prior to starting your food service/station to determine if any additional steps need to be taken to adhere to existing by-laws.		
Make sure you are following all municipal by-laws prior to opening your food station/service (i.e. do you need a license).		
<b>Getting and Storing the Food:</b>		
Examine food and packaging before buying it		
Examine food and packaging before using it.		
Make sure your refrigerator is set and kept at 4° C or less.		
Make sure your freezer is set and kept at -18° C or less.		
Label and date food after repackaging and storing.		
Store your food in a tightly sealed container to ensure there is no chance of contamination.		
Throw out food that you were uncertain about (i.e. because of mould, broken packaging, etc.)		
<b>In The Kitchen:</b>		
Clean and sanitize any surface touched by raw food between each use.		
Wash all equipment (i.e. cutting boards, counter tops, sinks, utensils, etc.) before use and between uses throughout preparation with soap and hot water. (Consider using chlorine bleach for sanitizing equipment, surfaces and linens after preparation of raw foods. See the label for specific instructions.)		
Make sure kitchen is pest free.		
Store your utensils properly.		
Make sure a proper garbage disposal area exists away from the food preparation area.		
Make sure the area has adequate and working ventilation, lighting, etc.		
<b>Preparing the Food:</b>		
Thaw food in the refrigerator or in cold water. (Food should not be thawed at room temperature.)		
Wash fresh produce in clean, cold water.		
Cook the food immediately after it was thawed. (Do not refreeze thawed food unless it is cooked)		
Make sure the food was not left out in temperatures between 4° C and 60° C. (Bacteria grow the most between those temperatures)		
Make sure all cooked food is kept away from raw food. (Do not mix juices of cooked and raw food, as this spreads bacteria.)		
Make sure hot foods are kept at temperatures above 60° C.		
Make sure cold foods are kept at temperatures below 4° C.		
Keep the food covered.		

Cook the food at the proper temperature.		
<b>Staff:</b>		
Tie your hair back or put it in a hair net if you keep it long.		
Make sure you have clean clothes or a clean apron to wear while preparing the food.		
Wash your hands before starting to prepare the food.		
Continue to wash your hands throughout the food preparation.		
Make sure all staff was in good health, with no infections, cuts or abrasions.		

FOOD HANDLING CHECKLIST...continued...

#### A HANDY GUIDE TO PROPER INTERNAL COOKING TEMPERATURES:

	Internal Temperature
<b>Ground Meat:</b>	
Beef, Pork, Veal	71°C
Chicken, Turkey	80°C
<b>Fresh Beef:</b>	
Rare	60°C
Medium	71°C
Well Done	77°C
Rolled Beef Roasts or Steaks	71°C
Beef Minute Steak	71°C
<b>Fresh Pork:</b>	
Pork Chops	71°C
Roasts	71°C
Fresh Cured Ham	71°C
Cooked Ham (to reheat)	60°C
<b>Poultry:</b>	
Chicken, turkey - whole, stuffed	82°C
Chicken - whole, unstuffed	82°C
Turkey - whole, unstuffed	77°C
Chicken, Turkey pieces	77°C
<b>Stuffing:</b>	
Cooked alone	74°C
<b>Eggs and Egg Dishes:</b>	
Egg casseroles, sauces, custard	71°C
Leftovers-reheated	74°C

FOOD HANDLING CHECKLIST...continued...**A HANDY GUIDE TO THE PROPER STORAGE OF FOODS:**

## Storage Chart for Refrigerators and Freezers

	<b>Refrigerator 4°C</b>	<b>Freezer -18°C</b>
<b>FRESH MEAT:</b>		
Beef-Steaks Roasts	2-4 days	10-12 months
Pork Chops Roasts	2-4 days	8-12 months
Lamb Chops Roasts	2-4 days	8-12 months
Veal Roasts	3-4 days	8-12 months
Ground Meat	1-2 days	2-3 months
<b>FRESH POULTRY:</b>		
Chicken, Turkey - whole	2-3 days	1 year
Chicken, Turkey - pieces	2-3 days	6 months
<b>FRESH FISH:</b>		
Lean Fish	3-4 days	6 months
Fatty Fish	3-4 days	2 months
Shellfish	12-24 hours	2-4 months
Scallops, Shrimp, Cooked Shellfish	1-2 days	2-4 months
<b>HAM:</b>		
Cooked Ham	3-4 days	6-9 months
Canned Ham	3-4 days	Do not freeze
<b>BACON &amp; SAUSAGE:</b>		
Bacon	1 week	1 month
Sausage, raw	1-2 days	1-2 months
Pre-cooked	1 week	1-2 months
<b>LEFTOVERS:</b>		
Cooked Meat, Stew, Egg or Vegetable Dishes	3-4 days	2-3 months
Gravy and Meat Broth	1-2 days	2-3 months
Cooked Poultry and Fish	3-4 days	4-6 months
Soups	2-3 days	4 months
<b>HOT DOGS AND LUNCH MEATS:</b>		
Hot Dogs	2 weeks	1-2 months
Opened	1 week	
Lunch Meats	2 weeks	1-2 months
Opened	3-5 days	1-2 months
<b>DELI FOODS:</b>		
Deli Meats	3-4 days	2-3 months
Store-prepared or Home-made Salads	3-5 days	Do no freeze
<b>TV DINNERS/CASSEROLES:</b>		
Keep frozen until ready to serve		3-4 months

<b>EGGS:</b>		
Fresh - in shell	3-4 weeks	Do not freeze
Fresh - out of shell	2-4 days	4 months
Hard Cooked	1 week	Does not freeze well
Egg Substitutes	10 days	Do not freeze
Opened	3 days	1 year
<b>DAIRY PRODUCTS:</b>		
Milk	Best before date	6 weeks
Opened	3 days	
Cottage Cheese	Best before date	Does not freeze well
Opened	3 days	
Yoghurt	Best before date	1-2 months
Opened	3 days	
Cheese:		
Soft	1 week	Does not freeze well
Semi-soft	2-3 weeks	8 weeks
Firm	5 weeks	3 months
Hard	10 months	Up to a year
Processed	Several months	3 months
Open	3-4 weeks	Do not freeze
Butter	8 weeks	1 year
Unsalted	8 weeks	3 months
Opened	3 weeks	Do not freeze
Mayonnaise		
Commercial (refrigerate after opening)	2 months	Do not freeze
<b>VEGETABLES:</b>		
Beans - green or waxed	5 days	8 months
Carrots	2 weeks	10-12 months
Celery	2 weeks	10-12 months
Lettuce Leaf	3-7 days	Do not freeze
Iceberg	1-2 days	Do not freeze
Spinach	2-4 days	10-12 months
Squash - Summer	1 week	10-12 months
Winter	2 weeks	10-12 months
Tomatoes	Not recommended	2 months

This chart was produced by the Canadian Partnership for Consumer Food and Safety Education.