

FOOD SAFETY CHECKLIST



FOOD HANDLING (NOMINATE A LEADER)

- Wash hands thoroughly with soap and warm water before handling food.
- Keep raw meats separate from other foods.
- Wash cutting boards, utensils, and surfaces after each use.
- Prepare allergen-free foods first and store them.
- Encourage volunteers to stay home if they are sick

STORAGE

- Refrigerate perishable foods within 2 hours (1 hour if the temperature is above 90°F/32°C).
- Label and date all stored foods.

SERVING

- Label food clearly with allergen notes.
- Keep food containing allergens away from the allergen-free foods.
- Use different tongs – label tongs that are for allergen-free foods.
- Encourage handwashing or hand sanitising before taking food.

COOKING

- Cook foods to their recommended internal temperatures.
- Use a food thermometer to ensure proper cooking temperatures.
- Reheat leftovers to at least 165°F (74°C).
- Prepare and store food that is allergy and intolerance-safe first to reduce the risk of cross-contamination.

FOOD ALLERGIES

- Keep an up-to-date list of attendees dietary requirements and allergies.
- Be aware of common food allergens.
- Label foods containing allergens and keep them separate from other foods
- Have an emergency plan in case of an allergic reaction

By following this checklist, community groups can help ensure that the food they prepare and serve is safe for consumption.

Volunteers handling food are encouraged to do the relevant food-handling training.
