

Food Safety Checklist

Stall Holder: _____

The following checklist is provided for you to use as an easy reminder of what you will need to provide on the day of the event. Please keep it on hand at your stall so that inspection time can be kept to a minimum.

Hands	YES	NO	N/A
20+ litre container of fresh water with a tap (or similar)			
Hot water			
Bucket for disposing of used water			
Soap – liquid soap in a pump dispenser			
Paper towels			
Wet Ones (or similar)			
Alcohol hand sanitiser gel			
Disposable gloves			
Separate people for taking money			
Sufficient sets of food tongs			
Cleaning & Utensil Washing			
Second bucket or bowl			
Detergent			
Washing up brush			
Tea towels – have plenty			
Wiping up cloths – have plenty			
Cleaning products for wiping surfaces – including bleach or sanitiser			
Clothing			
Clean aprons – you may need more than one per person			
All staff wearing clean clothes / uniform			
Hair covering or hair tied back			
People			
All staff know where hand-washing facilities located & reminded to wash hands			
No staff have had vomiting and/or diarrhoea within past 48 hours or other infectious disease			
Staff reminded not to eat or smoke at stall			
Temperature Control – COLD			
Chilly bins with lids - or			
Portable refrigerator at site			
Sufficient ice or ice packs			
All readily perishable foods in chilled storage			
Thermometer to check temperature (optional but recommended)			
Temperature Control – HOT			
Efficient heating facilities			
Stirring spoons and serving utensils			
Thermometer to check temperature (optional but recommended)			
Food Protection			
All food off ground			
Food in covered containers			
Any prepared food for display wrapped			
Tables and surfaces clean or covered			
Food shaded from sun			
Clean towels and wiping cloths			
Rubbish			
Rubbish containers			
Lids / covers			