

CLEANING TRAINING CHECKLIST

FOOD SERVICE & CAFETERIA

FOOD SAFETY: All food-contact surfaces require food-safe sanitizers at 50-200 ppm concentration. Verify with test strips before each use. Follow FDA Food Code requirements for your jurisdiction.

Facility Name: _____

Staff Name: _____

Date: _____ Shift: _____ Supervisor: _____

Cleaning Area	Task Steps & PPE	Products & Dilution (Fill In)	Frequency (Fill In)	Pass/Fail Criteria	Initial
Prep Surfaces	1. Clean surface (remove food debris) 2. Apply sanitizer (50-200 ppm) 3. Wait contact time (30-60 sec) 4. Test with strips 5. Use color-coded boards PPE: Gloves, apron	Food-safe sanitizer: _____ Test strips (50-200 ppm): _____ Color-coded cutting boards: _____	<input type="radio"/> Between food types <input type="radio"/> Every 4 hours minimum <input type="radio"/> After raw meat/poultry <input type="radio"/> Other: _____	PASS: Test strip 50-200 ppm, surfaces visibly clean, correct board color used, logs complete FAIL: Failed test strip, visible debris, wrong board color	
Cooking Equipment	1. Disassemble equipment (slicer, mixer) 2. Scrub all parts 3. Sanitize & air dry 4. Reassemble correctly 5. Clean exterior surfaces PPE: Gloves, cut-resistant gloves for blades, safety glasses	Degreaser: _____ Equipment cleaner: _____ Sanitizer: _____ Scrub brushes: _____	<input type="radio"/> Daily after service <input type="radio"/> Slicers after each use <input type="radio"/> Deep clean per schedule <input type="radio"/> Other: _____	PASS: Equipment passes white-glove test, all parts reassembled, no grease buildup, air-dried FAIL: Greasy surfaces, missing parts, improper assembly	
Dining Tables	1. Remove dishes & debris 2. Wipe with cleaning solution 3. Apply food-safe sanitizer 4. Wipe dry (no standing liquid) 5. Clean chairs PPE: Gloves	Food-safe sanitizer: _____ Microfiber towels: _____ Spray bottles: _____	<input type="radio"/> Between every seating <input type="radio"/> Full wipe between meal periods <input type="radio"/> Other: _____	PASS: Tables sanitized & dry <2 min, no crumbs, chairs clean, ready for next guests FAIL: Wet tables, crumbs remain, slow turnover	
Dishwashing Station	1. Scrape & pre-rinse dishes 2. Load dish machine properly 3. Verify water temp (180°F rinse or 110°F + sanitizer) 4. Check chemical levels 5. Air dry (no towel wiping) PPE: Gloves, apron, non-slip shoes	Dish detergent: _____ Rinse aid: _____ Sanitizer: _____ Thermometer: _____ Test strips: _____	<input type="radio"/> Continuous during service <input type="radio"/> Temp check every 4 hours <input type="radio"/> Chemical check 2x/shift <input type="radio"/> Other: _____	PASS: Water temp logs complete, dishes air-dried, sanitizer concentration verified, machine cleaned FAIL: No temp logs, towel-dried dishes, failed sanitizer test	
Cross-Contamination Prevention	1. Use correct color-coded tools (red=meat, yellow=poultry, green=produce) 2. Wash hands 20 sec between tasks 3. Change gloves between food types 4. Separate cutting boards 5. Check allergen protocols PPE: Color-coded gloves per food type	Color-coded system: _____ Hand soap: _____ Gloves: _____ Allergen signage: _____	<input type="radio"/> Tool change between food types <input type="radio"/> Handwashing after raw food, trash, face touching <input type="radio"/> Other: _____	PASS: Zero cross-contamination incidents, correct tool colors observed, handwashing logged, allergen awareness verified FAIL: Wrong tool color, skipped handwashing, allergen mixup	

CLEANING TRAINING CHECKLIST **FOOD SERVICE & CAFETERIA** (CONT.)

Temperature & Sanitizer Log

Dishwasher Temp (180°F min): _____ Time: _____ Sanitizer ppm: _____ Time: _____

Dishwasher Temp (180°F min): _____ Time: _____ Sanitizer ppm: _____ Time: _____

Supervisor Review

Areas Requiring Rework:

Coaching Notes:

Supervisor Signature: _____ Date/Time: _____