



## Section I: Kitchen Practices

### A. Food Contamination by workers

1. Do soup kitchen (SK) workers wash hands, for at least 20 seconds (sing 'Happy Birthday' twice):

At the start of the workday?

Yes  No

After using the bathroom?

Yes  No

After smoking?

Yes  No

After touching the face, nose or hair?

Yes  No

In between handling raw and cooked food?

Yes  No



2. Do workers wear a hairnet, cap, or scarf during food preparation and service?

Yes  No

3. Do workers wear plastic gloves to touch or prepare ready-to-eat foods, foods that will not be cooked before eating, such as lettuce?

Yes  No

4. Are workers free well and from of diarrhea, stomach flu, jaundice, acute respiratory infections, vomiting, or colds?

Yes  No

5. For a worker with an infected burn, cut or boil, is the wound bandaged and covered to prevent contact with food?

Yes  No  N/A

6. If the wound is too large to bandage, is worker sent home or given a non-food contact job?

Yes  No  N/A

***\*Heat or cook the food to 165 °F if it was touched by bare hands or if it was contaminated by a sick worker or contaminated by a worker's infected wound. Throw out food that cannot be cooked or reheated.***

### B. Equipment and Utensils

1. Do you clean, rinse and sanitize food preparation equipment (ex: storage pots, slicers, mixers, cutting boards, knives) after each use?

Yes  No

2. Do you use a serving spoon, fork, tongs, or deli paper when handling or serving ready-to-eat food?

Yes  No \*

3. Do you use a clean spoon every time you taste food?

Yes  No\*

***\*Heat or cook the food to 165 °F if it was contaminated by dirty equipment, bare hands or a used food tasting spoon. Throw out food that cannot be cooked or reheated.***

### C. Rest-rooms

1. Do restrooms have:

• Working toilets?

Yes  No

• Hot and cold running water for hand washing?

Yes  No

• Soap?

Yes  No

• Single-use disposable paper towels or air hand dryer?

Yes  No

**A 'Yes' answer indicates safe food practice. Each 'No' answer must be corrected to ensure safe food practices.**

## Section I: Kitchen Practices

---

### D. Hygiene and activity of Food Workers

1. Are workers wearing clean clothes, clean apron and hair covering? \_\_ Yes \_\_ No
2. Do workers remove rings, dangling bracelets wristwatches etc. while preparing or handling food? \_\_ Yes \_\_ No
3. Is smoking prohibited in the food preparation or serving areas? \_\_ Yes \_\_ No
4. Does the hand washing sink in the food handling area have:
  - Hot and cold running water? \_\_ Yes \_\_ No
  - Soap? \_\_ Yes \_\_ No
  - Single-use paper towels or air hand dryer? \_\_ Yes \_\_ No

### E. Cleaning and Washing Equipment and Food Areas

1. Are the food preparation and serving areas clean? \_\_ Yes \_\_ No
2. Are dishes, cups and silverware cleaned using hot water and detergent and sanitized in a dishwasher or by using a chemical sanitizer such as chlorine bleach? \_\_ Yes \_\_ No
3. Are cleaned dishes, cups and silverware stored in a way that protects them from contamination when not in use? \_\_ Yes \_\_ No
4. Are the tables wiped off between seating's with a sanitizing solution? \_\_ Yes \_\_ No
5. Are the floors in the food preparation and serving areas clean and dry \_\_ Yes \_\_ No

### F. Maintenance of the Soup Kitchen

1. Are the food preparation, serving and dining areas free from signs of pests (rodents and insects)? \_\_ Yes \_\_ No
2. Is trash covered and stored away from the food preparation, serving and dining areas of the soup kitchen? \_\_ Yes \_\_ No
3. Are screens in place when windows and doors are opened to the outside? \_\_ Yes \_\_ No
4. Is there a cleaning/maintenance schedule that clearly lists:
  - What should be cleaned? \_\_ Yes \_\_ No
  - Recommended procedures for cleaning? \_\_ Yes \_\_ No
  - How often equipment should be cleaned? \_\_ Yes \_\_ No
5. Is there a person who ensures that these cleaning procedures are completed? \_\_ Yes \_\_ No

## Section II: Refrigerator and Freezer Storage

### A. Temperature

1. Is there a working thermometer in each refrigerator and freezer?  Yes  No\*

*\* If 'No', please buy or request a thermometer for each refrigerator and freezer.*

2. For each refrigerator and freezer, check and record the temperature now:

Refrigerator  
Temperature

Freezer  
Temperature

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

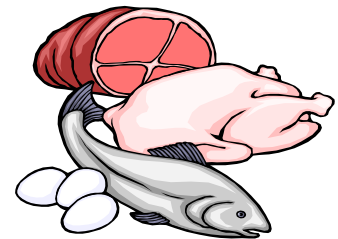
Refrigerator temperature must be between 35 and 38°F. If it is greater than 38°F, check if refrigerator is operating by taking the temperature of 2 refrigerated food items. If food temperature is over 40°F, the refrigerator may not be operating properly. Potentially Hazardous Foods (PHFs, see below) between 41°F and 70°F must be cooked or thrown out; throw out PHFs at 71°F or more. Rapidly chill other foods (in an ice bath or freezer) to 40°F or less and place in a working refrigerator or freezer.

Freezer temperature should be 0°F or below. If not and the food in the freezer is frozen, it does not need to be thrown away. Turn down freezer so temp reaches 0°F or lower.

*Check thermometers at the beginning and end of every day the soup kitchen is open.*

Potentially Hazardous Foods (PHFs) are extra-sensitive to contamination. Germs can easily grow and multiply in them. PHFs include:

- Raw or cooked meats, poultry, fish
- Eggs and egg mixtures cooked or raw
- Fluid milk and milk products cooked or uncooked
- Cooked plant foods such as cooked rice, beans, vegetables, potatoes,
- Sliced or cut melons and raw tomatoes
- Raw sprouts and sprout seeds
- Tofu or other soy-protein food
- Synthetic ingredients, such as textured soy protein in meat alternatives



**Store below 40°F**

### B. Bacteria and food spoilage

1. Are refrigerators and freezers free from odors (which might be a sign of spoiled food or that food is not covered tightly enough)?  Yes  No\*

*if no, clean refrigerator as soon as possible and/or tightly cover food.*

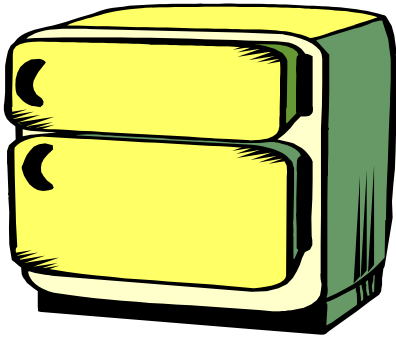
2. Are raw foods (ex: thawing chicken) stored below ready-to-eat foods so that juices and drippings will not accidentally fall into ready-to-eat foods?  Yes  No\*

*\*Throw out ready-to-eat foods contaminated by the drippings of raw food.*

## Section II: Refrigerator and Freezer Storage

### C. Air Circulation and Cleanliness

1. Do refrigerators and freezers look clean? For example interior is free of mold, food particles, spills; shelves and walls look clean? \_\_Yes \_\_No
2. Is there enough space in refrigerators and freezers so that air moves around the food? For example food stays on shelves when the door is opened and does not fall out; there is space above and below food to allow air to move around the food; shelves are free of linings (ex. paper towel) that block air circulation? \_\_Yes \_\_No
3. If a refrigerator or freezer has a fan, is the fan working? \_\_Yes \_\_No
4. Do refrigerator and freezer doors seal tightly? \_\_Yes \_\_No
5. Is the amount of time that doors are open kept to a minimum so that the:
  - Temperature in the refrigerator stays between 35 and 38°F? \_\_Yes \_\_No
  - Temperature in the freezer stays at or below 0°F? \_\_Yes \_\_No



***Keep door closed so cold air stays inside refrigerator and freezer***

### D. Food Storage

1. Are foods in refrigerators and/or freezers stored in their original containers; or wrapped in moisture-proof materials (ex: wax-coated paper, plastic); or stored in clean, sanitized, tightly covered containers designed for food storage? \_\_Yes \_\_No
2. Are food containers or food packages labeled and dated so you can see the food contents and storage date? \_\_Yes \_\_No

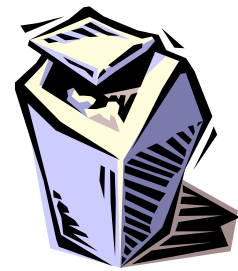
## Section III: Dry Storage

### A. Food Packaging

1. Inspect all canned items in the storage area. Is storage area free of:

	<u>Found</u>	<u>Date Discarded</u>
• Cans that bulge, swell, leak or have open seams?	__Yes __No	__/__/__
• Cans with missing labels?	__Yes __No	__/__/__
• Cans with dents on their seams or very sharp dents?	__Yes __No	__/__/__
• Cans with rust that cannot be wiped off?	__Yes __No	__/__/__
• Cans holding foods that are foul-smelling or foamy?	__Yes __No*	__/__/__
• Jars or bottles with popped-up safety seals or loosened lids?	__Yes __No*	__/__/__

***\*Throw out cans with any of these defects (a 'No' answer); note date thrown out or discarded.***



**\*\*When in doubt, throw it out.**

2. Do you have a policy **against** accepting home-canned goods?  Yes  No \*

**\*Throw out any food that is home canned or looks home canned.**

3. Take a look at all the packaged items. Note which items have a single layer of packaging and those that have two layers of packaging where the outer box is opened (inner bag/outer box).

Found Date Discarded

\*Single layer of packaging: Are these items free from breaks, tears or Other openings? Free from contamination (ex: stains, off-odors), or free from taped repair prior to receiving it?

Yes  No\*  /  /

\*Double layer of packaging: If outer box is open, is the inner package free from any break, tear, other opening? Is it free from sign of contamination? Is the seal or inner vacuum pack intact?

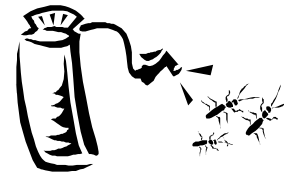
Yes  No\*  /  /

**\*Throw out packaged foods with any of these defects (a 'No' answer); note date discarded.**

4. Are all toxic materials (ex: cleaners, degreasers, dish detergent) stored away from food, stored in their original containers and clearly labeled?  Yes  No

### B. Insect/Rodent (Pest) Control

1. If you have problems with pests, does a **licensed exterminator** come to your kitchen on a regular basis?



Yes  No \*

**\* If no, contact a licensed exterminator to provide pest control services.**

2. Are conditions that are likely to shelter pests corrected when discovered? (For Example : holes in floors, walls and ceiling, screens are installed during fly season, etc.)

Yes  No

3. Are canned goods removed from cartons and put on shelves as much as possible to prevent insect or rodent nesting in cartons?

Yes  No

### C. Dry Food Stock

1. Do you rotate stock (first in first out - FIFO) so that older foods in stock are used before newer foods in stock ?

Yes  No

2. Do you use a food inventory sheet or card to keep track of what foods are on hand and/or what is needed?

Yes  No

3. Is everything in your dry storage area labeled and dated so the contents and storage date can be seen?

Yes  No \*

**\*Date food containers/cans as they are received.**

## **D. Organization of Dry Storage Area**

1. Is storage area free of empty cartons and other trash? \_\_ Yes \_\_ No
2. Are single-service items (ex: disposable plates, forks, spoons etc.) covered, so that dust and debris does not settle on them? \_\_ Yes \_\_ No
3. Is everything stored on shelves, racks or platforms (food at least 6" off the floor)? \_\_ Yes \_\_ No
4. Is everything stored away from walls and ceiling (to decrease rodent access and allow air circulation)? \_\_ Yes \_\_ No
5. Are heavy packages stored on lower shelves so that shelving does not tip over? \_\_ Yes \_\_ No
6. Are bulk foods (ex: sugar, flour, dried beans, etc.) stored:
  - In their original containers? \_\_ Yes \_\_ No
  - Or in tightly covered, clean and sanitized containers? \_\_ Yes \_\_ No
7. Is the storage room dry and well ventilated? (*room is not stuffy and/or hot*) \_\_ Yes \_\_ No
8. Is food stored so air can move around it? For example there is space above and below food to allow air to move around the food. \_\_ Yes \_\_ No

## **Section IV: Food Preparation and Cooking**

### **A. Potentially Hazardous Foods**

1. When preparing cooked foods, is the amount of time PHFs (see pg 4) are at room temperature, before cooking, limited to two hours or less? \_\_ Yes \_\_ No \*

*\*If food has been at room temperature for 2 or more hours (a 'No' answer), check food temperature. If it is 70°F or more, throw out the food.*

2. Are probe thermometers available and used to check temperature of cooked foods? \_\_ Yes \_\_ No \*

*\*Use a probe thermometer with a range of 0°F to 220°F. If you answered 'No' please buy or request a probe thermometer so you can be sure all foods are cooked to a safe temperature.*

3. Before cooking any food, do you check for signs the food may be spoiled (ex: foul smell, off-color, slimy)? \_\_ Yes \_\_ No
4. Are commercially pre-cooked frozen PHFs (ex: frozen lasagna, frozen stew) reheated to 140 °F within 2 hours? \_\_ Yes \_\_ No

5. The chart below lists the adequate internal temperature of each PHFs. (*Reference: NYSDOH Chapter 1 State Sanitary Code Subpart 14-1*) Record the actual internal temperature in the space next to the food cooked today in your soup kitchen.

<b>Food</b>	<b>Must be Cooked to an Adequate Internal Temperature of</b>	<b>Actual Internal Temperature</b>
Fish	145°F	°F
Poultry, stuffing, all chicken products, casseroles	165°F	°F
Pork roasts, pork products, beef steaks	150°F	°F
Ground beef, ground pork, sausage	158°F	°F
Eggs	145°F	°F

Pre-cooked frozen PHFs (ex: frozen lasagna)	140°F	°F
PHFs cooked in a microwave oven	165°F	°F

**Note:** Because microwave ovens tend to cook foods unevenly, check food temperature several times; each time the temperature must be at least 165°F or greater. For meat products, check the temperature at the thickest part of the food. Do not use steam tables, warmers, crock-pots or similar hot-holding units to cook or reheat PHFs.

6. Over the next couple of days, check the temperature of three of your most frequently served PHFs. Record these food temperatures on chart below.

Food	Cooked to an Adequate Internal Temperature	Actual Internal Temperature
<i>Ex: baked macaroni and cheese</i>	165°F or above	166°F
1. Date: Food:	Per chart on previous page, this food must be cooked to an adequate internal temperature ____°F	°F
2. Date: Food:	Per chart on previous page, this food must be cooked to an adequate internal temperature ____°F	°F
3. Date: Food:	Per chart on previous page, this food must be cooked to an adequate internal temperature ____°F	°F

## Section IV: Food Preparation and Cooking

### A. General

1. Does all food preparation take place on the same day that the food is served?  Yes  No \*

*\*It is important to properly cool PHFs that are cooked one day and served on another day. The cooling procedure must follow the same steps as for the cooling of leftovers, see Section F Leftovers (Critical) page.*

2. Is all fresh produce that will be served raw, thoroughly rinsed using cool running water prior to serving?  Yes  No
3. If thawing PHFs before cooking, do you
- Thaw food in the refrigerator?  Yes  No \*
  - Thaw food under cold running water? The water temperature must be kept at 70°F or less and the food must be thawed within 2 hours.  Yes  No \*
  - Thaw it in a microwave oven and cook it immediately after thawing?  Yes  No \*

**\*Throw out any PHFs thawed by any other method; it may not be safe to eat!**

4. To prevent cross contamination when serving food, do you use a clean plate for second portions and restrict self service?  Yes  No



## Section V: Holding Hot Foods

### A. Hot Foods

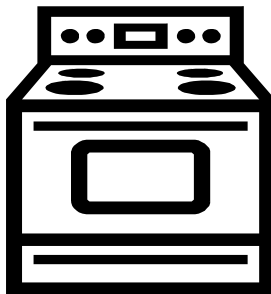
- Today and over the next couple of days, check the temperature of three of your most frequently served PHFs after the food has been in the warming or hot holding equipment for at least 30 minutes. Place the food thermometer in the center of the food.

Hot Foods	Adequate Internal Temperature	Actual Internal Temperature
<i>Ex: rice and beans</i>	140°F or above	142°F
1. Date: Food:	140°F or above	
2. Date: Food:	140°F or above	
3. Date: Food:	140°F or above	

**Keep the temperature of the hot food at 140°F or more. Holding PHFs between 41°F and 140°F will increase the possibility of food-borne illness. Check food temperatures at least once an hour. If temperature is less than 140°F, reheat food rapidly to 165°F before serving.**

- Is there enough warming equipment to keep hot foods held at 140°F or above?     \_\_ Yes \_\_ No
- If your kitchen has no hot-holding or warming equipment, how do you keep foods at 140°F or higher during service? \_\_\_\_\_

**Hold Hot Foods at  
or above 140° F**



### B. Cold Foods

**To prevent food poisoning, keep the time that perishable or PHFs are between 40°F and 140°F to a minimum. Illness causing bacteria grow well between 40°F to 140°F. This is the food temperature danger zone.**

- Use the chart below to record the temperatures of 3 cold foods on the serving line:

Cold Foods	Adequate Temperature	Actual Temperature
<i>Ex: macaroni salad</i>	40°F or below	38° F
1.	40°F or below	°F
2.	40°F or below	°F
3.	40°F or below	°F

**Check food temperatures at least once an hour to prevent rise above 40° F. If the temperature of PHFs are between 40° and 70°F, cool food rapidly (in an ice-bath) to 40°F before serving. If the temperature of PHFs are more than 70°F throw out the food; food may not be safe to eat.**

2. Are PHFs such as cold macaroni, egg or potato salads prepared using pre-chilled ingredients?  Yes  No
3. Are cold foods (ex: salads, pudding):  
 Taken directly from the refrigerator as needed?  Yes  No  
 Held at a temperature of 40°F or lower during the entire meal service?  Yes  No  
 Never exposed to room temperature for more than one hour without some means to keep these foods at 40°F?  Yes  No
4. Is there enough cold holding equipment to keep cold foods at 40°F or below?  Yes  No
6. If your kitchen has no cold-holding equipment, how do you keep foods at 40°F or lower? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## **Section VI: Leftovers**

### **A. Cooling and Storage**

1. Are all leftover foods (hot and cold) placed in the refrigerator or freezer as soon as possible after food service is over?  Yes  No \*
2. Are hot leftover foods quickly cooled by:  
 • Placing in an ice-water bath prior to refrigeration?  Yes  No \*  
 • Dividing large pieces of meat into pieces no heavier than 5 lbs before placing in refrigerator storage?  Yes  No \*  
 • Putting in shallow pans 4 inches deep or less and placing in refrigerator storage?  Yes  No \*

*\*Foods cooled using other methods may not be safe to eat.*

**Note: Do not stack shallow covered pans on top of each other in the refrigerator. Cold refrigerator air cannot move around stacked pans to cool the food rapidly; this could lead to food poisoning. When chilling hot PHFs, the food temperature must be reduced from 140°F to 70°F within 2 hours and further reduced to 40°F or lower in the next 4 hours, for a total cooling time of 6 hours. Do not cover food until it is 40°F or below.**

3. Do you keep leftover food in the refrigerator 7 days or less before serving again?  Yes  No
4. Do you date and label leftover foods?  Yes  No
5. Do you serve leftover foods from the original batch of leftovers only?  Yes  No \*

*\*Use leftovers only once; the more times a food is reused, the greater the risk of food-borne illness.*

### **B. Reheating**

1. Are leftover PHFs reheated to 165°F within 2 hours?  Yes  No
2. Are refrigerated leftover foods reheated on stove top, in oven or in microwave only?  Yes  No

**Remember:** Steam tables, warmers, crock-pots will **not** heat food fast enough for food to be safe.

3. Today and over the next week, use the chart below to record the reheating temperatures and times of all leftover food items:

<b>Leftover Food Item</b>	<b>Adequate Internal Temperature</b>	<b>Actual Internal Temperature</b>	<b>Maximum Reheating Time</b>	<b>Actual Reheating Time*</b>
<i>Ex: beef stew</i>	165°F or above	170°F	120 minutes	70 minutes
1. Date: Food:	165°F or above	°F	120 minutes	
2. Date: Food:	165°F or above	°F	120 minutes	
3. Date: Food:	165°F or above	°F	120 minutes	

***\*Throw out food that does not reach 165°F within 2 hours, it may not be safe to eat.***

**If your soup kitchen does not transport meals, skip section VII.**

## **Section VII. Transporting Foods To Satellite Feeding Sites**

### **A. Packaging Foods**

1. Are the food carrier lids or covers tight fitting? \_\_ Yes \_\_ No
2. Are the carriers nearly full at the start of the delivery route? \_\_ Yes \_\_ No
3. Generally, how long does it take to:
  - Portion and pack one batch of food into the carrier? \_\_\_\_\_
  - Pack all the food carriers before delivery? \_\_\_\_\_
  - Deliver all the meals? \_\_\_\_\_
4. Do you take and record the temperatures of PHFs when the food is being packed for delivery? \_\_ Yes \_\_ No
5. Every time food is transported, do you take and record the temperatures of PHFs when the food arrives at the delivery site? \_\_ Yes \_\_ No

### **B. Hot Foods**

1. Today and over the next couple of days, use the following chart to check the temperatures of hot main dishes at packing and after transporting them to the delivery site.

**Important: Food temperatures can drop by as much as 30 degrees or more during the**  
 - **portioning and packing of the foods, and**  
 - **while transporting foods to the satellite feeding site**

**Hot food must be 165°F or greater when packed. Once at delivery site, food temperature must be 140°F or more.**

Date/Food Item	Packing Time	Packing Temperature	Delivery Time	Delivery Temperature	Food Transport Time
Ex: Chili Con Carne	11:00 am	175°F	12 noon	150°F	1 hour
1.					
2.					
3.					

**Foods less than 140°F and in transport less than 2 hours, can be reheated food rapidly to 165°F before serving. Throw out foods less than 140°F and in transport greater than 2 hours.**

2. Do you use a supplemental heat source to keep food hot while transporting it? \_\_ Yes \_\_ No

Check the box for the type of heat source you use:

*Recommended:* Hot wax-filled bottles or hot wax packs \_\_ Yes \_\_ No

*Recommended:* Heated ceramic tiles \_\_ Yes \_\_ No

*Recommended:* Commercial containers designed to transport hot foods safety \_\_ Yes \_\_ No

- Another method? Please describe: \_\_\_\_\_

**Heat rises, so place hot wax packs or ceramic tiles at the bottom of the food carriers.**

## Section VII: Transporting Foods to Satellite Feeding Sites

### C. Cold Foods

1. Are cold foods refrigerated until packing time? \_\_ Yes \_\_ No
  
2. Are food carriers pre-chilled by:
  - Placing or storing in walk-in-refrigerator/cooler with the lid off overnight? \_\_ Yes \_\_ No
  - Filling carrier with ice for at least 30 minutes prior to packing? \_\_ Yes \_\_ No
  - Any other methods used? Please describe: \_\_\_\_\_
  
3. Do you use frozen ice packs or “blue ice” inside the carrier to keep the food cold? \_\_ Yes \_\_ No
  
4. Every time cold PHFs are transported, do you take and record the food temperatures at packing time and at delivery time? \_\_ Yes \_\_ No
  
5. Today and over the next couple of days, use the following chart to check the temperatures of cold PHFs at packing and after transporting them to the delivery site.

*Check the temperatures of cold foods before delivering and after transporting them. Make sure the cold foods are very cold prior to packing. Cold food must be 40°F or cooler when delivered. Remember, the food will warm up during transit.*

Date/Food Item	Packing Time	Packing Temperature	Delivery Time	Delivery Temperature	Food Transport Time
Ex: Tuna Macaroni Salad	11:00 am	38°F	12 noon	40°F	1 hour
1.					
2.					
3.					

*If food delivery temperature is between 40°F and 70°, and food transport time is less than 2 hours, then cool food rapidly to 40°F before serving. If food delivery temperature is greater than 41°F and food transport time is greater than 2 hours, throw out the food.*

**\*\*Note:** Heat rises, so the ice packs must cover the cold food at the top of the carrier, which is the warmest part of the food carrier.

