School Canteen Daily Food Safety Checklist

Daily checks, action notes and sign-off | Free from PopularCert | popularcert.com

School / canteen: _____ **Date:** _____ **Checked by:** _____ **Check:** ☐ Open ☐ Midday ☐ Close

A. Receiving and storage

- ☐ Supplier is approved; delivery vehicle and packaging are clean and intact
- ☐ Use-by and expiry dates checked; nothing out of date
- ☐ Chilled food arrives at 5°C or below; frozen food is solid Temp:_____
- ☐ Raw and ready-to-eat foods stored apart; raw meat and fish on the lowest shelf
- ☐ Food off the floor, covered, labelled and dated; oldest used first

B. Staff hygiene

- ☐ No one with vomiting, diarrhoea, fever or an infected cut is handling food
- ☐ Clean uniform, hair covered, nails short, no jewellery
- ☐ Handwash station has soap, clean water and paper towels
- ☐ Hands washed before food work, after the toilet, after raw food and after waste
- ☐ Cuts covered with a waterproof dressing

C. Preparation and cooking

- ☐ Separate boards, knives and utensils for raw and ready-to-eat food
- ☐ Safe water used for cooking, drinks and ice
- ☐ Food cooked to a core temperature of at least 70°C (158°F) with a probe Temp:_____
- ☐ Reheated food and soups or stews brought to the same temperature Temp:_____
- ☐ Frozen food thawed in the fridge, not on the counter

D. Holding and serving

- ☐ Hot food held at 60°C (140°F) or above Temp:_____
- ☐ Cold food held at 5°C (41°F) or below Temp:_____
- ☐ Cooked food not left at room temperature for more than 2 hours; leftovers chilled quickly or thrown away
- ☐ Serving utensils clean; food covered; servers follow hygiene rules
- ☐ Allergen foods (for example nuts, milk, eggs, wheat, fish) kept apart and labelled; students with known allergies identified

E. Cleaning, waste and pests

- ☐ Surfaces, utensils and equipment cleaned and sanitised after use
- ☐ Dining area and tables cleaned
- ☐ Bins covered and emptied; drains and floors clean
- ☐ No signs of pests; doors and windows protected

F. Records

- ☐ Fridge, freezer and hot-holding temperatures logged
- ☐ Probe thermometer clean and working
- ☐ Delivery and cleaning records completed
- ☐ Problems written down with the action taken

Daily temperature log

Item	Target	Opening	Midday	Closing
Fridge	5°C or below			
Freezer	-18°C (0°F) or below			
Hot-holding unit	60°C or above			
Cooked / reheated food (core)	At least 70°C			

Problems found and corrective action

Problem found	Action taken	Who	Done (date)

Supervisor sign-off: _____ **Date:** _____

Temperatures are typical benchmarks from the WHO Five Keys to Safer Food: keep cold food below 5°C (41°F), keep hot food above 60°C (140°F) and cook to a core temperature of at least 70°C (158°F). Local law may set different limits (for example FSSAI rules in India or the FDA Food Code in the US), so follow your local limit and your canteen's written procedures. This checklist supports daily checks. It is not a hazard analysis, an ISO 22000 audit or a legal compliance review.