

Food Handling Procedures Template

Location: _____

Date: _____

Responsible Person: _____

1. Personal Hygiene

- Wash hands thoroughly before handling food, after using the restroom, or touching face/hair.
- Wear clean uniforms and hair restraints at all times.
- Report all illnesses to management immediately.
- No eating, drinking, or smoking in food preparation areas.

2. Food Receiving

- Check temperature and condition of all deliveries upon receipt.
- Reject any items that are out of temperature range or show signs of spoilage/contamination.
- Record details in the receiving log.

Item	Temperature Received	Condition	Accepted/Rejected

3. Food Storage

- Store perishable items at correct temperatures (below 5°C for cold foods, above 60°C for hot foods).
- Label and date all food items upon receipt.
- Use FIFO (First In, First Out) for stock rotation.
- Keep raw and cooked foods separate to avoid cross-contamination.

4. Food Preparation

- Clean and sanitize all work surfaces before and after use.
- Use separate cutting boards and utensils for raw and cooked foods.
- Cook food to recommended internal temperatures.
- Minimize time food spends in the temperature danger zone (5°C to 60°C).

5. Cleaning & Sanitizing

- Clean equipment, utensils, and surfaces regularly and after each use.
- Follow proper procedures for disinfecting food contact surfaces.

Area/Equipment	Cleaning Frequency	Product Used	Initials

6. Temperature Monitoring

- Check and record refrigerator and freezer temperatures daily.
- Calibrate and sanitize thermometers regularly.

Date	Equipment	Temperature	Initials

Reviewed by: _____

Date: _____