



Child Nutrition Inspection Checklist

School _____ Date _____ Time In _____ Time Out _____

All schools must be inspected at least twice a month. Use this checklist to determine areas requiring corrective action. Record corrective action taken and keep completed records.

Personal Dress and Hygiene Yes No Corrective Action

- 1. Employees wearing proper uniform including proper shoes _____
- 2. Hair restraints are worn _____
- 3. Fingernails are short, unpolished, and clean _____
- 4. Jewelry is limited to a plain band ring _____
- 5. Hands are washed thoroughly using proper hand-washing procedures at critical point _____
- 6. Eating, drinking or chewing gum are observed only in designated areas away from work areas _____
- 7. Employees taking appropriate action when coughing and sneezing _____
- 8. Open sores, cuts, or splints and bandages on hands are completely covered while handling food _____

Food Preparation and Service Yes No Corrective Action

- 1. Quality/Appearance of food is acceptable _____
- 2. Standardized recipes are being used including all ingredients _____
- 3. Food is prepared on time and served at the correct temperature _____
- 4. Correct portions being served _____
- 5. Chef salads are offered daily _____
- 6. Cashiers are identifying reimbursable meals _____
- 7. Back-up cashiers are trained _____

Food Storage and Dry Storage Yes No Corrective Action

- 1. Inventory is kept at a minimum, no excessive ordering _____
- 2. Temperature is between 50° F and 70° F _____
- 3. All food and paper supplies are 6 to 8 inches off the floor _____
- 4. All leftover food is labeled with name and date _____
- 5. There is no bulging or leaking canned goods in storage _____
- 6. Food is protected from contamination _____
- 7. All surfaces and floors are clean _____
- 8. Chemicals are stored away from food and other food-related supplies _____

Refrigerator, Freezer and Cooler Yes No Corrective Action

- 1. Thermometers are visible and accurate _____
- 2. Temperature logs are displayed and accurate for piece of equipment _____
- 3. Food is stored 6 inches off floor in walk-ins _____

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- 4. All food is properly wrapped, labeled, and dated _____
- 5. Unit is clean _____

Hot Holding

Yes No Corrective Action

- 1. Unit is clean _____
- 2. Leftover food to be served is heated to 165° F before placing in hot holding _____
- 3. Temperature of food being held is above 140° F _____
- 4. Temperatures should be maintained before, during and after meals and recorded on logs _____

Food Handling

Yes No Corrective Action

- 1. Frozen food is thawed under refrigeration or cold running water _____
- 2. Food is tasted using proper methods _____
- 3. Food is handled with utensils and/or clean gloved hands _____
- 4. Reusable towels are used only for sanitizing equipment surfaces and not for drying hands, utensils, floor, etc. _____

Utensils and Equipment

Yes No Corrective Action

- 1. All small equipment and utensils, including cutting boards, are sanitized between uses _____
- 2. Small equipment and utensils are air dried _____
- 3. Thermometers are washed and sanitized between each use _____
- 4. Can opener is clean to sight and touch _____
- 5. Work surfaces are clean to sight and touch _____
- 6. Work surfaces are washed and sanitized between uses _____
- 7. Drawers and racks are clean _____
- 8. Small equipment is covered and protected from dust or contamination when stored _____

Cleaning and Sanitation

Yes No Corrective Action

- 1. Three-compartment sink is properly set up for dishwashing (wash, rinse, sanitize) _____
- 2. Three-compartment sink is used _____
- 3. Proper test strips are used to check sanitizing rinse _____
- 4. The water is clean and free of grease and food particles _____
- 5. Wiping cloths must be emerged in sanitizing solution prior to use _____
- 6. Most recent health inspection score _____ Date _____
- 7. ServSafe credentials posted _____

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Records and Reports	Yes	No	Corrective Action
1. Employees are swiping in and out properly			_____
2. Leave Request forms are completed when absent from work			_____
3. Production records are up to date			_____
4. Free and reduced applications are maintained and filed properly			_____
5. Student charges are at a minimum _____Amount			_____
6. Supervisor investigates overages/shortages			_____
7. Rosters kept at each serving line			_____
8. Justice for all poster is posted at visible point of sale			_____
9. Choking poster is visible in dining room			_____

Garbage Storage and Disposal	Yes	No	Corrective Action
1. Kitchen garbage cans are clean			_____
2. Garbage cans are emptied as necessary			_____
3. Boxes and containers are removed from site			_____
4. Loading dock and area around dumpster are clean			_____
5. Dumpster is closed			_____

Pest Control	Yes	No	Corrective Action
1. No evidence of pests is present			_____

Observation

Corrective Plan of Action

Individuals involved in counseling

*****All problems must be addressed in writing within 24 hours of visit*****

Concerns listed above were reviewed and discussed with the CNS Site Supervisor and or Assistant Site Supervisor or Team Leader

Monitor

Site Supervisor/Asst. Supervisor/Team Leader

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School _____

Date: _____

Temperatures				
Menu Item	Line #1	Line #2	Line #3	Line #4

Condition of Equipment

Senior Lead Supervisor Comments

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CNS Director Comments
Site Supervisor Response