



Nutrition Services Checklist Form

Date: _____ Observer: _____

Use this checklist to evaluate the following aspects of food service in your facility. Record corrective action plan under notes for future reference.

Service Areas	YES	NO	Notes:
Foods prepared look appetizing, attractive, and high quality.			
Serving sizes are appropriate for the grade group(s) being served.			
Food holding temperatures are appropriate, above 140 F degrees.			
Presentation and arrangement of foods at serving time is accurate and consistent with the menu.			
Serving utensils are cleaned/sanitized between uses when used with potentially hazardous foods.			
Thermometers used in service areas work well and measure temperature accurately.			
Frozen food is thawed under refrigeration or in cold running water.			
Service is well organized and on time.			

Cafeteria and Customer Service	YES	NO	Notes:
Cafeteria environment is clean and well-maintained.			
Tables, chairs, floors, and walls are clean and free from debris.			
Trays and silverware used are clean.			
Menu items for the day are posted in entry area.			
Napkin, sauce, and seasoning dispensers are full and being restocked as needed.			
Food service staff are respectful, kind, and friendly.			
Food service staff respond to customer requests in a courteous and efficient manner.			
Food service staff suggest new or missing components to the customer.			
Bulletin boards display current information and are visible, neat, and in good condition.			
Nutrition education materials displayed focus My Plate and healthy school meal items.			

Hygienic Practices	YES	NO	Notes:
Employees wear proper uniform including non-slip closed-toe shoes.			
Hair restraint is worn.			
Fingernails are short, unpolished, clean.			
Hands are washed and gloves are changed at critical points.			
Open sores, cuts, or bandages on hands are covered while handling food.			
Eating, drinking, or chewing gum are observed only in designated areas, away from food service areas.			
Reusable towels are used only for sanitizing equipment surfaces and not for drying hands, utensils, floor etc.			
Three-compartment sink is used and properly set up for ware washing.			
Serving line has sneeze guards in place.			

Food Safety	YES	NO	Notes:
All food is labeled with name and delivery date.			
All food and paper supplies are 6-8 inches off the floor.			
The FIFO (First In, First Out) method of inventory is being practiced.			
Temperature for dry storage is between 50 F and 70 F degrees.			
Temperature for cool storage is lower than 41 F degrees, and freezer is between 0 F and -10 F degrees.			
There are no bulging or leaking canned goods inside the storage.			
Food is protected from contamination. Raw foods are stored away from cooked and ready-to-eat meals.			
Chemicals and cleaning supplies are stored away from food and other food-related supplies.			
Employees avoid refreezing thawed foods to maintain food safety and quality.			
All surfaces and floors are visibly clean inside the storage area.			

Corrective Actions Completed by: _____