

CAMP READINESS – KITCHEN & FOOD SERVICE

*Use this checklist to help assess your organization's camp readiness

√ GENERAL PRACTICES	COMMENTS
<input type="checkbox"/> Food service directors have appropriate certifications	
<input type="checkbox"/> Food service staff have been trained in food safety and clean-up	
<input type="checkbox"/> Janitorial staff and clean up crew understand cleanliness standards after each meal	
<input type="checkbox"/> Janitorial staff and clean up crew understand end-of-day and end-of-week protocols	
<input type="checkbox"/> Rules are made available to staff regarding after hours kitchen access	
<input type="checkbox"/> Food for outings is stored properly and rotated for use by date	
<input type="checkbox"/> Bulk foods are carefully sealed and inspected to prevent access from pests	
<input type="checkbox"/> Dining Hall Rules are clearly posted inside and outside	
Domestic Drinking Water/Plumbing/Hygiene	
<input type="checkbox"/> Water supply and emergency back-up meet County health standards & codes	
<input type="checkbox"/> Hot water is not to exceed 120° F except dishwashers and hot beverage machines	
<input type="checkbox"/> Waste disposal and composting/recycling are free of excess build-up	
<input type="checkbox"/> Hand-washing stations are located adjacent to restrooms	
<input type="checkbox"/> "Employees must wash hands before returning to work" signs posted in restrooms	
<input type="checkbox"/> Garbage cans are covered and bags are tied after they are full	
<input type="checkbox"/> Hot beverage machines and vessels are not accessible to small children	
Food Safety and Emergency Preparedness	
<input type="checkbox"/> Smoke detectors, fire extinguishers, and first aid kits have current inspections	
<input type="checkbox"/> Emergency supplies, water and evacuation plans are in place (minimum 3 days)	
<input type="checkbox"/> Dietary restrictions and allergy charts are posted and known to all servers	
<input type="checkbox"/> Emergency exits are kept clear in kitchen and dining hall areas at all times	
Equipment	
<input type="checkbox"/> In-hood fire suppression equipment is serviced at least twice annually	
<input type="checkbox"/> All food service areas are "deep cleaned" at least twice annually by outside vendor	
<input type="checkbox"/> Ranges and deep fat fryers are equipped with emergency cut-offs	
<input type="checkbox"/> Dishwashers and sanitization equipment meets County health standards & codes	
<input type="checkbox"/> Only sanitized utensils are used during food preparation and service	
<input type="checkbox"/> Dishes and pans are air dried after sanitization	
<input type="checkbox"/> Thermometers are operable for all freezer and refrigeration storage areas	
<input type="checkbox"/> All food service areas have appropriate wiring and lighting	
<input type="checkbox"/> Walk-in freezers have a working escape latch or anti-lock device	
Maintenance and Janitorial	
<input type="checkbox"/> Cafeteria style service areas are clean and contain appropriate guards, germ deflectors, and signage	
<input type="checkbox"/> Janitorial supplies are kept in locked storage away from camper access	
<input type="checkbox"/> Mops, rags, and clean cabin tools are refreshed regularly	
<input type="checkbox"/> Inventories are controlled and well-documented to prevent pilfering	
<input type="checkbox"/> Placards and cones are available to denote "wet floors"	
<input type="checkbox"/> Material Safety Data Sheets are conspicuous for all supplies & updated regularly	
<input type="checkbox"/> Dumpsters are secured against wild-life and rodents	
<input type="checkbox"/> Folding tables are not set up or taken down by campers or volunteers	
Program Areas	
<input type="checkbox"/> Hopper, kitchen aides, and volunteer job descriptions are clearly written & enforced	
<input type="checkbox"/> Table supervision ensures that spills are promptly cleaned up and campers are well supervised during all meal times	
<input type="checkbox"/> Special cooking activities emphasize nutrition, hygiene and safe food preparation	

* This checklist is provided for the purpose of general education and all possible exposures or hazards requiring risk management review and attention may not be identified. No warranty or guaranty of fitness or suitability, express or implied, is granted. The information provided in this checklist is not legal advice or legal counsel, and it is not intended in any way to be a substitute for legal advice or legal counsel.