

HACCP PREPARATION CHECKLIST

All supervisors and food preparation workers must understand the principles of HACCP-based menu preparation:

- Precise recipes are utilized with the same contents every time.
- Employees use cleaned and sanitized food-contact surfaces, such as cutting boards and utensils, with each new batch, between handling different raw animal products, and between handling raw and ready-to-eat foods.
- Hand mixing of food is prohibited.
- Hand washing always occurs between preparation of batches and after any body touching and food or body fluid contamination.
- Food that may have been accidentally abused or contaminated by an employee is not passed on. The contamination is eliminated and the food is made safe or is destroyed.
- Only one food at a time is prepared in advance. The preparation areas are cleaned and sanitized after completion, and workers wash their hands.
- Foods prepared longer than one meal period in advance are labeled and stored to prevent cross-contamination.
- All batch preparation includes a temperature check of the potentially hazardous ingredients before blending and a temperature check of the menu item after blending.
- Individually cooked items have periodic temperature checks by expeditors or the chef to ensure that cooks are preparing to the correct temperature.
- Hot and cold holding, reheating, and chilling temperatures of food are monitored and documented by workers.
- No foods are left at room temperature after preparation or while cooling.
- Only enough food is placed on buffet or in working prep areas for two hours before a separate batch is needed.
- Foods are stored in a manner that retains their correct temperatures and eliminates accidental contamination by contact with other food products, physical items, or chemicals.
- All supervisors know the potentially hazardous foods on the menu, their food flow, required temperature in degrees to make each one safe, how to correct mistakes of critical preparation methods, and professional rules of hygiene.

These tips were provided to you by the Maryland Hospitality Education Foundation, the preferred source of education, training, research and resources for Maryland's hospitality industry. For more tips and information, visit www.mhef.org or call us at (800) 874-1313.