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Food Service Checklist

Recommended Procedures	In Place Now?			Needed to Implement?			Assigned To	Completion Date
	Yes	No	N/A*	Policy	Training	Other		
Review your last health inspection score with your inspector. Make sure you understand all deficiencies and seek the inspector's advice for improvement.								
Meet with key members of your team to detail procedures for foodborne illness claims if you are offsite when a claim is made.								
Review food and beverage holding temperatures / standards. Make sure they are documented and well communicated to staff.								
Analyze standard recipes to determine whether there are any ingredients known to cause allergic reactions. If there are, eliminate the ingredient(s) or the menu item or ensure that customers are clearly informed about the use of the ingredient(s).								
Examine you menu carefully for terms relating to Truth-in-Menu or an item's health benefits. Make sure statements are accurate.								
Review tipping / service charge policies and ensure that these are stated on the menu or that customers are clearly informed about them before they order.								
Examine the third-party liability portion of insurance policies with your insurance carrier.								

Contact your local alcoholic beverage regulatory agency to determine whether the alcohol server program you use meets standards; document the response.								
Recommended Procedures	In Place Now?			Needed to Implement?			Assigned To	Completion Date
	Yes	No	N/A*	Policy	Training	Other		
Check employee files of all who serve alcohol; make sure you have documented their completion of a qualified alcohol server training program. Offer the training frequently.								
Prepare and deliver a training segment for your staff explaining third-party liability.								

N/A* = Not Applicable