

SafeFood[®] Checklist for Complimentary Breakfast Service

Complimentary breakfasts are frequently offered at hotels and motels. The scope varies for menu items and service styles; typical offerings include coffee, breads, cereals, fruit, yogurt, milk, sausage gravy, scrambled or hard cooked eggs, and guest-prepared waffles. Some of these foods must be temperature controlled for safety (TCS); thus, organizations providing them are required by Food Code 2005 to have a food service establishment license. It is the manager's responsibility to certify that employees who oversee the breakfast set-up have proper training to ensure both the safety of food and the physical safety of guests. This checklist summarizes the steps to be followed to minimize risks. Check Yes, No, or N/A (not applicable) for each practice in your operation. Develop a plan for addressing practices that were marked No.

Food	Yes	No	N/A
Are cold foods (i.e. milk, yogurt) kept below 41°F while in storage and during service?			
Is milk provided in individual containers or served from an approved dispenser?			
Are cereals offered in individual packages or dispensed from a commercial bulk dispenser that can be washed and sanitized?			
Are commercially prepared, ready-to-eat hot foods rapidly heated to an internal temperature of at least 135°F?			
Are hot foods held at 135°F or higher during service using one of the following?			
Hot well			
Heat lamps/flat top heating unit			
Crockery cookers			
Are temperatures checked with a sanitized and calibrated food thermometer before and throughout service?			
Hot foods			
Cold foods, including milk			
Are individually wrapped, portion-controlled (PC) packages used whenever possible?			
Are expiration dates monitored and foods rotated on a first-in, first-out (FIFO) basis?			
Are self-served foods kept covered or protected?			
Are prepared foods supplied by an approved vendor who holds an appropriate license?			

Equipment	Yes	No	N/A
Do all refrigerator units (including dispensing equipment) have thermometers?			
Are utensils changed as needed during service?			
Are food and service items stored in locked areas to avoid possible contamination or tampering?			
Are disposable (single-service) plates, bowls, flatware, and cups used?			

Physical Injuries	Yes	No	N/A
Is space adequate for traffic flow and employee restocking?			
Is space adequate for parents with young children and other guests to maneuver safely?			
Does lodging staff monitor actions of guests to avoid intentional or unintentional contamination of food?			
Are electrical cords and warming devices for hot holding and cooking equipment protected?			

Employees	Yes	No	N/A
Do employees wash their hands as needed?			
Before starting work in the food area			
Before putting on gloves			
Before handling different types of food products			
When changing tasks			
After using the restroom or taking out the trash			
After cleaning			
After coughing, sneezing, eating, or drinking			
After touching bare skin or clothing			
Do employees wash their hands in designated hand sinks?			
Are gloves or utensils used to handle ready-to-eat foods?			
Are employees given training in food safety on the following topics?			
Personal hygiene practices (i.e., tobacco use, jewelry, eating)			
Proper hand washing			
Proper use of gloves			
Prevention of cross contamination			
Time and temperature abuse of foods			
Are employee reporting agreements on file for each food handler?			

Cleaning	Yes	No	N/A
Is a three compartment sink or commercial dish machine used to clean and sanitize food equipment, tableware, and utensils?			
Is the three-step cleaning process (wash/rinse/sanitize) used for all food contact surfaces, serving equipment, counters, and guest tables?			
Is sanitizer approved for food surfaces used and a test strip used to check proper concentrations?			
Chlorine (50 - 100 ppm)*			
Quats (200 - 220 ppm)**			
Iodine (12.5 – 25 ppm)			
Are microwave ovens cleaned at least daily or as needed?			
Are cleaning cloths disposable or designated for food areas?			
Are display decorations cleaned often?			

* One tablespoon chlorine bleach with one gallon of warm water

** Follow manufacturers' directions. Products will vary with concentrations and contact time needed for sanitizing. Labels must indicate the product is approved for food contact surfaces.

Date _____ Initials _____

Additional Resources

Food and Drug Administration Food Code 2005

www.cfsan.fda.gov/~dms/fc05-toc.html

Iowa Department of Inspection and Appeals

www.dia.iowa.gov

Iowa State University Extension Distribution Center

www.extension.iastate.edu/store

Iowa State University Extension Food Safety Project

www.iowafoodsafety.org

Iowa State University Hotel, Restaurant and Institution Management Extension

www.extension.iastate.edu/HRIM

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