Event Catering Food Safety Checklist

Food Safety

EVENT DATE	EVENT / CLIENT	VENUE	GUEST COUNT	CATERING MANAGER
____ / ____ / _____				

VENUE KITCHEN ASSESSMENT

- [ ] Kitchen clean and ready
- [ ] Handwash sink accessible and stocked
- [ ] Fridge and freezer temps verified
- [ ] Adequate worktop space
- [ ] Hot holding equipment working
- [ ] Waste disposal arranged

TEMPERATURE CONTROL

Fridge temp _____ °C 0-5°C

Hot holding temp (probe check) _____ °C ? 63°C

Cold display temp _____ °C 0-8°C

- [ ] Probe thermometer available

STAFF HYGIENE

- [ ] All staff washed hands
- [ ] Gloves used for plating
- [ ] Clean uniforms
- [ ] No ill staff handling food
- [ ] Hair restraints worn

ALLERGEN MANAGEMENT

- [ ] Guest dietary requirements list available
- [ ] Staff briefed on allergen content
- [ ] Allergen-free meals clearly labelled
- [ ] Allergen info available to guests
- [ ] Separate utensils for allergen-free items

SERVICE

- [ ] Buffet food replenished (not topped up)
- [ ] Food not at ambient > 2 hours
- [ ] Serving utensils changed hourly
- [ ] Sneeze guards on buffet (if self-serve)

POST-EVENT

- [ ] Leftover hot food cooled within 2 hrs
- [ ] Kitchen left clean
- [ ] Food stored or disposed of safely
- [ ] Equipment packed and inventoried

SIGN-OFF

Issues or complaints _____

Catering manager signature _____

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