

MN Food Code – Knowledge & Skill Competency Checklist

Employee Name: _____

Supervisor Name: _____

Date of Completion: _____

Demonstrate Knowledge	Demonstrate Skill	Personal Hygiene & Infection Control
		Uses hair restraints and beard guards
		Keeps nails clean and trim, does not wear nail polish
		Does not wear jewelry
		Properly washes hands with soap and water to prevent cross-contamination
		<ul style="list-style-type: none"> • Turn on water and wet hands with warm water • Apply soap • Rub hands and wrists for 20 seconds • Rinse hands with fingers pointing down • Dry hands with clean paper towel • Turn off water with clean dry paper towel
		Knows when to wash hands to prevent cross-contamination
		<ul style="list-style-type: none"> • Upon entering kitchen • During food preparation and food handling • Between handling raw meats and other foods • Before serving food and after handling soiled dishes • After touching hair, face, or cell phone • After direct contact with a resident
		Covers open sores, cuts or bandages
		Prevents eating surfaces of dishes and utensils from coming into contact with hands or clothing
		Knows the facility policy on coming to work ill – must report to the PIC with the following:
		<ul style="list-style-type: none"> • Cold, cough, sore throat, body aches, elevated temperature • Nausea, vomiting, diarrhea • Vomiting and/or diarrhea must be gone for 24 hours before returning to work • Other facility specific restrictions
		Uses gloves appropriately
		<ul style="list-style-type: none"> • Gloves are worn when handling ready-to-eat food and completing a single task • Use utensils and single use deli papers whenever possible when touching food • Gloves are not worn in hallways, taking out the trash, or completing multiple tasks
		Demonstrates how to remove gloves
Demonstrate Knowledge	Demonstrate Skill	Sanitation & Food Safety – Servers
		Knows the proper temperatures for holding hot food and cold food
		<ul style="list-style-type: none"> • Hot foods are held at 135° F or above • Cold foods are held at 41° F or below
		Takes and records the temperatures of food prior to service

		Sanitizes thermometer before and after use
		Demonstrates ability to calibrate thermometer
		Handles cups and glasses on the outside and not by the rim
		Handles utensils by the handle and not the eating surface
		Handles plates by the outer edge
		Ensures food is held at the proper temperature at all times during holding and serving
		Implements rules of safe practice for handling and discarding of leftover foods
		Demonstrates ability to recognize food quality and usability
		Demonstrates procedure for heating food in the microwave
		<ul style="list-style-type: none"> • Rotate and stir during heating • Allow food to sit 2 minutes to distribute heat • Test food temperature to ensure minimum cook temp is achieved
		Cleans and sanitizes serving area using appropriate products
		Clears dining room after residents are finished eating
		Cleans and sanitizes dining room tables and condiment holders using appropriate products
		Cleans and monitors public food storage areas in dining room, including refrigerators
		Disposes of food from public refrigerators that is unsafe
		Enforces the facility policy regarding food brought in by family and visitors
		Knows the procedure for cleaning up vomit and fecal matter
Demonstrate Knowledge	Demonstrate Skill	Kitchen Sanitation & Food Safety
		Understands how to verify safety and security of food items received from food vendors
		Rotates inventory according to first in first out
		Stores food 6" off the floor and 18" from the ceiling
		Stores chemicals away from food in locked supply closet
		Stores raw and cooked foods separately, stores raw meat properly
		Can identify pasteurized eggs
		Keeps food stored in proper containers
		Knows where to place food in cooler and/or can locate chart
		Understands potentially hazardous food – TCS (time & temperature control for safety)
		<ul style="list-style-type: none"> • Wraps, dates, and labels all foods properly • Checks and disposes of unsafe food • Food cannot be held longer than 7 days in a thawed state • Day 1 starts on the earliest date of any ingredient • All days that a product is thawed count toward the 7 days
		Keeps the coolers and freezers clean and assures that thermometers are visible
		Takes and records temperatures daily, and takes corrective action, as appropriate
		Ensures coolers are keeping food at 41° F or below
		Ensures freezers are keeping food frozen solid
		Stores dishware in a clean, dry location, not exposed to splash, dust, or other contamination
		Ensures dishes are dry before nesting and storing
		Checks dishes and trays for chips and cracks, and discards as necessary
		Uses three-compartment sink correctly

		Monitors proper operation of dish machine; drains and cleans as directed
		Records dish machine temperatures
		Records surface temperature of dishes
		Records sanitizing parts-per-million (ppm) as directed
		Cleans food contact surfaces at least once every 4 hours of continuous use, using appropriate products
		Uses cutting boards and knives for one type of food at a time to avoid cross contamination
		Cleans and sanitizes cutting boards and knives after each use
		Stores cleaning cloths in sanitizing solution
		Demonstrates personal responsibility for maintaining safe and sanitary conditions
		Cleans and monitors equipment during and after each use (mixers, choppers, slicer)
		Handles clean and sanitized equipment and utensils correctly to avoid contamination
		Empties garbage as necessary and keeps kitchen garbage cans clean
		Completes cleaning tasks according to daily and monthly cleaning lists
		Demonstrates proper procedure for cleaning
		<ul style="list-style-type: none"> • Coffee machines • Juice machines • List other equipment •
Demonstrate Knowledge	Demonstrate Skill	Sanitation & Food Safety – Food Preparation
		Understands potentially hazardous food – TCS (time & temperature control for safety)
		Uses thermometer correctly, calibrates regularly and sanitizes before and after use
		Demonstrates knowledge of proper cooking temperatures for potentially hazardous foods (temperatures held for 15 seconds)
		<ul style="list-style-type: none"> • 165° F – Poultry, stuffed meat, reheated food • 155° F – Chopped & ground meat, eggs for holding • 145° F – Fish, whole muscle meat, eggs for immediate service • 135° F – Vegetables, fruit, processed food
		Food is cooked to required internal temperatures for potentially hazardous foods
		<ul style="list-style-type: none"> • Hot foods are held at 135° F or higher, after cooked to a minimum internal temperature • Foods are reheated rapidly to 165° F in 2 hours • Takes and records “cooked to” temperature of TCS food
		Understands the food danger zone and ensures proper food temperatures at all times during freezing, thawing, preparation, holding and serving
		Uses rapid cooling methods to achieve 135° F to 70° F in 2 hours, and 70° F to 41° F in 4 additional hours
		Demonstrates procedure for heating food in the microwave
		<ul style="list-style-type: none"> • Rotate and stir during heating • Allow food to sit 2 minutes to distribute heat • Test food temperature to ensure minimum cook temp is achieved
		Safely handles, reuses and discards leftover foods
		Can state the difference and proper use of raw eggs and pasteurized eggs
		Records daily temperature of equipment as directed
		Demonstrates ability to recognize food quality and palatability

		Demonstrates proper cleaning of
		<ul style="list-style-type: none"> • Ovens • Steamer • List other equipment •
Demonstrate Knowledge	Demonstrate Skill	Kitchen & Equipment Safety
		Maintains a safe work environment
		Demonstrates how to safely use and run equipment
		<ul style="list-style-type: none"> • Mixer • Food processor, blender • Steamer • Slicer • Griddle • List other equipment •
		Demonstrates how to safely handle hot pans
		Demonstrates how to safely handle a knife and sharp objects
		Knows the procedure for reporting an accident or injury
		Ensures safety of floors and hallways by wiping up spills and properly storing carts
		Can locate and understands the purpose of the SDS book
		Understands PPE and can locate the nearest eyewash station
		Properly stores cleaning supplies, chemicals and other hazardous materials
		Can locate and use the kitchen fire extinguisher
		Can locate the emergency book, emergency food plan, and emergency food supplies
		Can locate the procedure for emergencies such as fire, tornado, and other disasters
		Knows how to implement the procedure for dish machine outage