



Back-to-School Checklist

Visit theicn.org/backtoschool for more details and training.

District: _____

Name of School: _____

Opening the Kitchen

- Wash, rinse, sanitize, and allow surfaces to air dry.
- Unpack and put away tools.
- Replace old or outdated signs.
- Check each hand sink for a handwashing sign, including employee restroom.
- Check each hand sink for paper towels, soap, and warm water.
- Hang up helpful signs in each work area.
- Print and display refrigerator logs.
- Check and log temperatures for each unit.
- Confirm and display the delivery schedule.

- Meet with facilities personnel to ensure gas, power, and water are all on and functioning.
- Make sure equipment is plugged in and functioning properly.
- Preheat ovens and check temperatures with an oven thermometer.
- Collect and calibrate probe thermometers.
- Log thermometer calibration activity.
- _____
- _____
- _____
- _____

Opening the Serving Line

- Ensure an *And Justice for All Poster* is at the point of service and in view of the customer.
- Display most recent health inspection.
- Display menu.
- Post information about possible allergens.
- Provide each cashier station with a paper roster and pen.
- _____
- _____

Opening the Manager's Office

- Update the food safety binder.
- Update the allergy management binder or documents.
- Update recipes.
- Set up clipboards or another method to share daily documents.
- Celebrate your accomplishments by posting training certificates and diplomas.
- Prepare your file drawers for the year's documentation.
- _____
- _____

Completed by: _____

Date of completion: _____

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