State of Illinois
Department of Human Services - IMSHS

Kitchen Observation

Center:		Date:	

ITEM	YES			NO			Corrective Action
Level	1	2	3	1	2	3	
1. Kitchen staff are wearing clean clothes, hairnets, aprons and shoes that cover their feet.							
2. Kitchen staff are free of symptoms of illness.							
3. Unauthorized persons don't enter the kitchen.							
4. There is no evidence of Insects or vermin.							
5. The hand washing sink has paper towels and soap.							
6. Staff wash hands following The IMSHSP Food Service Staff Hand Washing Procedure.							
7. All food items for today's Menu have been purchased.							
8. The air temperature of the refrigerator is at 41 degrees or less and freezer is at 0 degrees or less.							
9. All kitchen surfaces and equipment have been sanitized.							
10. Kitchen staff check food temperature using a bayonet thermometer that is calibrated to proper temperature settings.							

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Center:							Date:	
ITEM	**YES**			**NO**			**Corrective Action**	
Level	**1**	**2**	**3**	**1**	**2**	**3**		
11. Kitchen staff prepares and cook foods using methods that follow Food Sanitation Procedures and IMSHSP Policies.								
12. Kitchen staff properly store food (e.g. foods stored in refrigerator are covered, food containers in the dry storage area are placed at least six inches above the floor, handled leftovers are discarded.								
13. The IMSHSP menu and recipes are adjusted to meet the individual needs of older infants and young toddlers, and children with documented food allergies or other feeding problems or special needs.								