| OpsAuditHub<br>opsaudithub.com | DOC ID: **SAF-0376** | REVISION: **Rev 2.4 (2026)** |
|---|---|---|
| | STANDARD: **HACCP FDA Food Code & USDA Child Nutrition Programs** | AUDIT FREQUENCY: **Daily Pre-Shift** |

# School Cafeteria Food Safety Log Sop Template

**Operational Scope:** This Standard Operating Procedure establishes mandatory daily verification protocols for school cafeteria food handling, temperature logging, and sanitation controls. Its primary objective is to eliminate biological and chemical contamination risks to ensure full compliance with federal child nutrition safety standards.

| | |
|---|---|
| **MANDATORY PPE:** | Nitrile Food-Grade Gloves (21 CFR 177), Non-Slip Commercial Kitchen Shoes, Hairnet or Approved Hair Restraint, Disposable Apron, Digital Stem Thermometer (Calibrated) |
| **PREREQUISITES:** | Verify calibration of all digital and dial food thermometers using the ice-point method. \| Ensure handwashing stations are fully stocked with hot water, soap, and single-use towels. \| Review previous day's corrective action logs for unresolved equipment or temperature anomalies. |

## RECEIVING AND COLD STORAGE TEMPERATURE CONTROLS

| # | COMPONENT / ITEM | VERIFICATION CRITERIA & ACCEPTANCE STANDARD | SEVERITY | STATUS |
|---|---|---|---|---|
| 1 | **Refrigerated Delivery Truck & Perishable Goods** | Cold perishable foods arrive at or below 41°F (5°C); frozen items are hard-frozen with no signs of prior thawing. | **Critical (Immediate Out of Service)** | [ ] PASS<br>[ ] FAIL<br>[ ] N/A |
| 2 | **Walk-in Refrigerators & Coolers** | Internal ambient temperature gauge reads strictly between 34°F and 40°F (1°C to 4°C). | **Critical (Immediate Out of Service)** | [ ] PASS<br>[ ] FAIL<br>[ ] N/A |
| 3 | **Walk-in Freezers** | Freezer unit maintains an internal temperature between -10°F and 0°F (-23°C to -18°C) with no excessive ice buildup. | **Warning** | [ ] PASS<br>[ ] FAIL<br>[ ] N/A |
| 4 | **Milk Cooler / Serving Line Refrigeration** | Holding units maintain milk and dairy items at or below 41°F prior to student service. | **Critical (Immediate Out of Service)** | [ ] PASS<br>[ ] FAIL<br>[ ] N/A |

## HOT HOLDING, COOKING, AND THERMAL PROCESSING

| # | COMPONENT / ITEM | VERIFICATION CRITERIA & ACCEPTANCE STANDARD | SEVERITY | STATUS |
|---|---|---|---|---|
| 5 | **Poultry & Ground Meat Internal Cooking** | Randomized internal probe reaches minimum 165°F (74°C) for at least 15 seconds during batch preparation. | **Critical (Immediate Out of Service)** | [ ] PASS<br>[ ] FAIL<br>[ ] N/A |
| 6 | **Hot Holding Cabinets & Steam Tables** | Heated holding equipment maintains internal food product temperatures at or above 135°F (57°C) throughout service. | **Critical (Immediate Out of Service)** | [ ] PASS<br>[ ] FAIL<br>[ ] N/A |
| 7 | **Leftover Rapid Cooling Logs** | Cooked foods successfully cooled from 135°F to 70°F within 2 hours, and from 70°F to 41°F within an additional 4 hours. | **Critical (Immediate Out of Service)** | [ ] PASS<br>[ ] FAIL<br>[ ] N/A |

## SANITATION, CROSS-CONTAMINATION, AND FACILITY HYGIENE

| # | COMPONENT / ITEM | VERIFICATION CRITERIA & ACCEPTANCE STANDARD | SEVERITY | STATUS |
|---|---|---|---|---|
| 8 | **Dishwashing Machine Final Rinse Temperature** | High-temperature heat sanitizer rinse reaches at least 180°F (82°C) at the manifold, or chemical sanitizer concentration is verified via test strips. | **Critical (Immediate Out of Service)** | [ ] PASS<br>[ ] FAIL<br>[ ] N/A |
| 9 | **Food Contact Surfaces & Cutting Boards** | All prep tables and cutting boards are thoroughly washed, rinsed, and sanitized with quaternary ammonium solution at 200-400 ppm. | **Warning** | [ ] PASS<br>[ ] FAIL<br>[ ] N/A |
| 10 | **Waste Management & Pest Exclusion** | Dumpster lids are tightly closed, grease traps are serviced, and no evidence of pest entry or activity is observed in prep areas. | **Standard** | [ ] PASS<br>[ ] FAIL<br>[ ] N/A |

| | | |
|---|---|---|
| **Cafeteria Lead Cook / HACCP Coordinator Signature:** _____ | **Date / Time:** _____ | **Badge / Cert #:** _____ |
| **District Food Service Director / Safety Officer Sign-off:** _____ | **Review Date:** _____ | **Audit Status:** [ ] Approved [ ] Rectify |

**COMPLIANCE NOTICE:** This document must be archived for a minimum of 12 months in accordance with workplace safety recordkeeping guidelines.

**DIGITAL INSPECTION UPGRADE:** Run this audit on mobile/tablet, attach photos & automate compliance records. Start Free Mobile Audit →