

Event Catering Food Safety Checklist

Food Safety

EVENT DATE	EVENT / CLIENT	VENUE	GUEST COUNT	CATERING MANAGER
___/___/___				

VENUE KITCHEN ASSESSMENT

- | | |
|--|---|
| <input type="checkbox"/> Kitchen clean and ready | <input type="checkbox"/> Handwash sink accessible and stocked |
| <input type="checkbox"/> Fridge and freezer temps verified | <input type="checkbox"/> Adequate worktop space |
| <input type="checkbox"/> Hot holding equipment working | <input type="checkbox"/> 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

- | | |
|---|---|
| <input type="checkbox"/> All staff washed hands | <input type="checkbox"/> Gloves used for plating |
| <input type="checkbox"/> Clean uniforms | <input type="checkbox"/> No ill staff handling food |
| <input type="checkbox"/> Hair restraints worn | |

ALLERGEN MANAGEMENT

- | | |
|--|--|
| <input type="checkbox"/> Guest dietary requirements list available | <input type="checkbox"/> Staff briefed on allergen content |
| <input type="checkbox"/> Allergen-free meals clearly labelled | <input type="checkbox"/> Allergen info available to guests |
| <input type="checkbox"/> Separate utensils for allergen-free items | |

SERVICE

- | | |
|--|--|
| <input type="checkbox"/> Buffet food replenished (not topped up) | <input type="checkbox"/> Food not at ambient > 2 hours |
| <input type="checkbox"/> Serving utensils changed hourly | <input type="checkbox"/> Sneeze guards on buffet (if self-serve) |

POST-EVENT

- | | |
|--|---|
| <input type="checkbox"/> Leftover hot food cooled within 2 hrs | <input type="checkbox"/> Kitchen left clean |
| <input type="checkbox"/> Food stored or disposed of safely | <input type="checkbox"/> Equipment packed and inventoried |

SIGN-OFF

Issues or complaints _____

Catering manager signature _____

Go digital with Miratag

 Skip the paper — fill checklists faster on the Miratag mobile app. Add photos, videos, notes and signatures. Track compliance in real time. Start free at miratag.com
This template is a general-purpose resource, not tailored to any specific jurisdiction. Each organisation must validate compliance with local regulations.


Scan to view

Notes

Go digital with Miratag

Skip the paper — fill checklists faster on the Miratag mobile app. Add photos, videos, notes and signatures. Track compliance in real time. Start free at miratag.com

This template is a general-purpose resource, not tailored to any specific jurisdiction. Each organisation must validate compliance with local regulations.



Scan to view