



Galley Food Safety and Hygiene Checklist

OPENING UP



Put on a clean apron or new disposable apron and put out clean tea towel(s). Change apron and/or tea towels throughout the day as necessary e.g. item becomes contaminated.



Turn on hot water boiler.
If required, turn on the warming cupboard and ensure temperature dial is set at 65°C. When not in use (that is putting in or taking out food) the door **must** be kept closed.



Complete a **Galley Duty Monitoring Log** form (in green folder).
(Checks include a health declaration, pest infestation check, fridge/freezer temperature monitoring, chilled food storage, use by/best before dates, hot food temperature check and allergens).



If homemade cakes or dishes are being served then complete the appropriate allergen form (in green folder).
Ensure allergen information is available for all other products being served (usually available on the packaging).

CLOSING UP



Ensure warming cupboard, hot water boiler and extractor fan off.



Put all tea towels and non-disposable aprons used in the dirty laundry box. Alternatively, take them home and wash at 40°C.



Ensure **Galley Duty Monitoring Log** form and appropriate allergen forms (if required) have been completed and stored in the completed forms box.