

Introduction

Be sure to include a food-safety checklist as a standard element in your risk-management strategy for meetings or events.

- Familiarize yourself with basic ratings and certifications so you know what's expected of venues and food handlers.
- Establish the needs and logistics for special meals well in advance, and be sure all parties (including servers) are well informed and prepared to meet your group's needs.

Source: <http://www.meetings-conventions.com/Resources/how-to-food-safety-meals-food-and-beverage/>

INSPECTIONS & CERTIFICATIONS

- ☐ What is your current health-inspection score? When was it last reviewed?
- ☐ How many members of your culinary team hold a food/hygiene certification?
- ☐ How many members of your culinary team are certified food handlers?
- ☐ How many of your culinary team have taken and passed the ServSafe Food Allergen training program?
- ☐ How do you manage food recalls (like the recent E. coli outbreak in romaine lettuce)?

FOOD SOURCING & TRANSPARENCY

- ☐ Where does your meat come from?
- ☐ Where do your fish and seafood come from?
- ☐ Who sources your poultry?
- ☐ What farmers and local purveyors do you work with in the region?
- ☐ What certifications, if any, do you abide by when purchasing food to ensure the food is authentic (e.g., Protected Designation of Origin or PDO, Global G.A.P.)?

FOOD SERVICE

- ☐ How does your front-of-house staff manage and serve special meals?
- ☐ How do you label food in buffets and passed hors d'oeuvres? Do labels include ingredients and/or note the allergens? Who is responsible for creating the labels?
- ☐ Is there one point of contact for guests with dietary concerns?
- ☐ Are servers trained on what is being served and how to deliver specialty meals?

FOOD PREPARATION

- ☐ How does the kitchen safely manage and prepare meals that meet special dietary needs (food allergies, religious restrictions, etc.)?
- ☐ Have you developed menus that specifically address food allergies and other dietary concerns? If so, please provide examples.
- ☐ Who on your staff knows the ingredients in all of the food being served to my group? Who will be our point person? ☐ Will that person be on-site with us for all meal functions?
- ☐ Is the chef available to work on creating customized menus, and does he/she have the flexibility to do so?
- ☐ Is the chef experienced in creating a menu that accommodates all?
- ☐ Will the chef talk to individual attendees, if needed, about their dietary restrictions?
- ☐ If you order specialty items for special meals, how do you receive, store and label the items when they come into the kitchen?
- ☐ Does the kitchen have a separate area and utensils for preparing special meals? If not, how is cross-contact prevented?
- ☐ How are special meals communicated to the kitchen and front-of-house staff?
- ☐ How do you label and distribute those meals so that they do not come into contact with other meals?
- ☐ How are special meals noted in banquet-event orders? Are they labeled "chef's special," or is the type of meal spelled out?



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