FOOD HANDLER SKILLS AND KNOWLEDGE CHECKLIST

EAT SAFE FACT SHEET

Brisbane City Council is committed to promoting safe food practices in order to support small businesses and protect the health of our city's residents and visitors.

All food handlers need to have food hygiene and safety skills and knowledge to handle food safely and prevent food poisoning. Use this checklist to assess the general skills and knowledge of your staff.

How to use this checklist

1. Read the [Food handler health, hygiene and hand washing fact sheet](#) to help you understand the requirements.
2. Provide training to your staff about your food safety procedures and their health and hygiene requirements.
3. Monitor your staff. Check if they are able to perform the required tasks and have the required knowledge. Mark a 'yes' or 'no' in the box with the results. If the answer is 'no', provide them with more training until they have the required skills or knowledge.
4. You can add extra questions to suit your food business or remove questions that are not needed, e.g. if you don't display food, remove the question about food display.
5. Sign the acknowledgement section of the form. Ask the food handler to sign the acknowledgement section to confirm they understand their requirements.
6. Keep the completed checklist with your staff training records.

For further information visit [brisbane.qld.gov.au](#) and search 'Eat Safe' or contact Council's Business Hotline on 133 BNE (133 263).

Food handler name: _____

Hand washing and hygiene

The employee (food handler):	Yes	No
Washes hands correctly using liquid soap and paper towel	☐	☐
Washes hands at the right times (e.g. before handling food, after using the toilet and cleaning, between handling money and ready-to-eat food, between handling raw food and ready-to-eat food)	☐	☐
Changes gloves (if used) at the right time (e.g. between tasks, after handling money)	☐	☐
Does not use an apron or tea towel to wipe hands	☐	☐
Stores personal belongings in a cupboard or designated area	☐	☐
Keeps hair tied back or wears a head covering	☐	☐
Wears a clean uniform or clothing	☐	☐
Does not wear loose jewellery	☐	☐
Covers wounds with bright-coloured, waterproof dressings or bandages	☐	☐
Describes the symptoms of food poisoning and what action should be taken if they feel unwell	☐	☐

Additional requirements (business to add any other requirements specific to their operation)

	☐	☐
	☐	☐
	☐	☐
	☐	☐

Food handling

The employee (food handler):	Yes	No
Uses the food preparation sink for washing food such as fruit and vegetables	☐	☐
Uses different chopping boards for handling different types of food	☐	☐
Explains what types of food are potentially hazardous	☐	☐
Explains the temperature and time requirements for cooling food	☐	☐
Uses separate serving utensils for each food on display	☐	☐
Describes how to thaw or defrost food	☐	☐
Describes how to reheat food	☐	☐

Food storage and display

The employee (food handler):	Yes	No
Stores food covered with food wrap or in food-grade containers	☐	☐
Explains why potentially hazardous foods must be stored below 5°C or above 60°C	☐	☐
Describes how to store food in the cold room or refrigerator to prevent contamination	☐	☐
Explains when food needs to be thrown out	☐	☐
Explains how to label and date food correctly	☐	☐
Uses separate serving utensils for each food on display	☐	☐

Thermometer use

The employee (food handler):	Yes	No
Uses the thermometer correctly to check the food temperature and takes corrective action if the food is not at the correct temperature	☐	☐
Sanitises the thermometer before/after use	☐	☐

Cleaning and sanitising

The employee (food handler):	Yes	No
Follows the correct procedure for cleaning and sanitising equipment and utensils	☐	☐
Uses different cloths for cleaning different types of food preparation areas and equipment, e.g. one cloth is used for the waste area and another for the hand wash basin	☐	☐
Follows the cleaning schedule or cleaning instructions	☐	☐
Uses chemicals according to instructions	☐	☐
Pulls apart equipment that contains small parts, such as slicers and blenders before cleaning and sanitising	☐	☐
Explains the difference between cleaning and sanitising	☐	☐
Provides examples of equipment and utensils that require sanitising	☐	☐
Explains why cleaning is important	☐	☐
Explains when and how often utensils and equipment need to be cleaned and sanitised	☐	☐
Explains how your business sanitises equipment and utensils	☐	☐

Food deliveries

The employee (food handler):	Yes	No
Describes what to check and look for when they receive food deliveries	☐	☐
Conducts a visual check of food deliveries for signs of damage	☐	☐

Pests

The employee (food handler):	Yes	No
Checks for signs of pests on the premises (e.g. cockroaches, rats/mice droppings)	☐	☐
Describes the signs of pests, how they would check for pests and where they are likely to be found	☐	☐

Food handler training acknowledgement

I understand my responsibilities as a food handler and I will take all reasonable measures to ensure I do not contaminate food or make food unsafe.

Name of employee (food handler):
Signature:
Position:
Date:

Food business owner/trainer acknowledgement

Name of trainer:
Signature:
Position:
Date: