

Food Service Employer Compliance Checklist — FoodHandlerGuide.com

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SECTION A — REQUIRED AT EVERY FOOD ESTABLISHMENT IN ALL 50 STATES

✓	Item	Requirement	Priority
■	Certified Food Protection Manager (CFPM) on file	At least one CFPM credential must be current, on file, and associated with the establishment. The CFPM must be reachable during all operating hours.	
■	CFPM expiration tracked	CFPM credentials expire (~5 years). Track and schedule recertification. An expired CFPM = Priority Foundation violation.	
■	Person-in-Charge (PIC) present	A designated PIC must be present and demonstrably knowledgeable about food safety during ALL hours of operation.	
■	Employee health policy	Written employee health policy addressing exclusion/restriction of ill workers. Obtain signed acknowledgments from all food handlers.	
■	Temperature logs maintained	Daily temperature logs for all TCS foods — refrigerators, freezers, hot-holding equipment, and cooked foods.	
■	Sanitizer concentration records	Log sanitizer concentration checks for dishwashing (chemical sanitizing) or wash-rinse-sanitize cycle (heat sanitizing).	

SECTION B — FOOD HANDLER CARD REQUIREMENTS (Statewide States Only)

✓	Compliance Item	Action Required
■	All food handlers certified within grace period	Statewide states require certification within 14–60 days of hire. Track hire dates and grace period deadlines for all new employees.
■	Certification records on file	Maintain a log of every food handler's certificate number, issue date, and expiration date. Inspectors will request this documentation.
■	No expired cards	Expired food handler cards = same compliance status as no card. Audit expiration dates monthly.
■	CA only: Employer pays (SB 476)	California employers must pay for food handler cards and compensate employees for training time. Do not require workers to pay out-of-pocket.
■	FL only: DBPR-approved provider	Florida only accepts courses from the DBPR-approved list — not all ANAB courses qualify. Verify at myfloridalicense.com .
■	WA only: 14-day window	Washington's grace period is 14 days — plan for pre-hire or day-one certification. Keep WA DOH-approved provider info on hand.

SECTION C — COUNTY-MANDATE STATES (KY, TN, NV, NY and others)

✓	Compliance Item	Action Required
■	Identify your specific county's requirement	County-discretion states vary by county. Confirm whether YOUR county requires a food handler card. Use foodhandlerguide.pages.dev .
■	Fayette County (Lexington) KY: In-person only	Only cards issued in-person by LFCHD are accepted. No online cards. \$23. Valid 3 years. (859) 252-2371.
■	Clark County (Las Vegas) NV: In-person only	Only SNHD-issued cards. In-person testing required. ~\$22. Valid 3 years. (702) 759-1000.

✓	Compliance Item	Action Required
■	NYC Food Protection Certificate	Every NYC establishment must have a supervisor with the Food Protection Certificate. 15-hour course via DOHMH. (212) 676-2444.
■	Maintain county-issued card copies on file	For county-mandate jurisdictions, keep copies of all employee county cards on site for inspection review.

SECTION D — ALLERGEN TRAINING & ADDITIONAL REQUIREMENTS

✓	Compliance Item	Action Required
■	9 Major Allergens training documented	Milk, Eggs, Fish, Shellfish, Tree Nuts, Peanuts, Wheat, Soy, Sesame (added 2023). Documented training required in MA, RI, MI, NYC.
■	Allergen communication procedures	Written procedures for communicating allergen information to guests. Front-of-house staff trained.
■	Menu allergen labeling current	Verify menu labeling includes sesame (added as 9th major allergen January 2023).
■	New hire food safety orientation	Documented onboarding checklist: handler card deadline, CFPM contact, allergen training, health policy signature.
■	Inspection-ready certification binder	Single binder or digital file with: CFPM certificate, all employee handler card copies, allergen training records, health policy signatures.

Establishment Name:		Date:	
Manager Signature:		CFPM Name:	
CFPM Cert. #:		CFPM Exp. Date:	