

FREE TEMPLATE

Restaurant Food Safety Plan

A sample plan for a full-service restaurant that cooks, cools, and reheats food. For each step it shows the Food Code limit, who checks it and how often, what to do when it's wrong, and where it's recorded. Change it to fit your menu and your health department's rules, then post it and train your staff on it. A blank copy is on page 2.

Restaurant _____ Person in charge _____ Certified manager and expiration _____ Plan reviewed on _____

SAMPLE PLAN

STEP	THE LIMIT	WHO CHECKS, HOW OFTEN	IF IT'S WRONG	RECORD
Receiving	Food from approved, licensed suppliers; cold TCS food at 41°F or below; shellstock tags kept §3-201.11, §3-202.11	Whoever receives: probe one item from each cold delivery	Reject the delivery and note it	Receiving log
Cold holding	41°F or below §3-501.16	Opening and closing person in charge: every cooler, twice a day (our policy)	Move food to a working unit; keep TCS food you know was above 41°F for less than 2 hours, otherwise discard; call for repair	Refrigerator log
Date marking	Ready-to-eat TCS food kept over 24 hours: dated, used within 7 days §3-501.17	Prep cooks label; closing manager checks daily	Discard undated or expired food	Labels
Cooking	Poultry and stuffed foods 165°F; ground meat 155°F for 17 seconds; whole cuts, fish, and eggs for immediate service 145°F for 15 seconds §3-401.11	Cooks: probe each batch	Keep cooking until it reaches the temperature	Cooking log for batches
Cooling	135°F to 70°F within 2 hours, then to 41°F within 6 hours total §3-501.14	Cooks: probe at 2 hours and at 6 hours	Above 70°F at 2 hours: reheat to 165°F and start over with a faster method, or discard. Above 41°F at 6 hours: discard	Cooling log
Reheating	165°F for 15 seconds, within 2 hours §3-403.11	Cooks: probe each batch	Keep heating; discard if it can't reach 165°F within 2 hours	Cooking log
Hot holding	135°F or above §3-501.16	Line lead: every held food every 2 hours (our policy)	Below 135°F for less than 2 hours: reheat to 165°F; otherwise, or if unknown, discard	Holding log
Employee health	Written illness policy: report vomiting, diarrhea, jaundice, sore throat with fever, infected cuts, and listed illnesses §2-501.11, §2-201.11	Person in charge: asks at the start of each shift	Exclude or restrict the employee as the policy says; report as required	Signed policy acknowledgments
Hands	Wash at the right times; no bare-hand contact with ready-to-eat food §2-301.14, §3-301.11	Person in charge: watches during each shift; sinks stocked at opening	Correct on the spot; discard ready-to-eat food touched with bare hands	Training record
Cleaning and sanitizing	Sanitizer at label strength; food-contact surfaces in use cleaned at least every 4 hours §4-501.114, §4-602.11	Dish and prep staff: test strips on each new batch	Remake the solution and retest	Sanitizer log
Allergens	Customers told in writing which major allergens are in unpackaged food; staff trained §3-602.12, §2-103.11	Manager: update the chart when the menu changes	Pull the item until the chart is right	Allergen chart
Vomit clean-up	Written clean-up procedure and a stocked kit §2-502.11	Person in charge: checks the kit monthly (our policy)	Restock the kit	Training record
Pests	No insects or rodents §6-501.11	Licensed pest company: monthly service (our policy)	Call for service; discard contaminated food	Service reports

OUR MENU, BY PROCESS

- ☐ **No cook:** salads, cut fruit, sandwiches.
- ☐ **Cook and serve the same day:** burgers, grilled chicken, eggs to order.
- ☐ **Cook, cool, and reheat:** soups, chili, rice, braised meats.
- ☐ **Special processes** (smoking to preserve, curing, sous vide or vacuum packing): need a HACCP plan or variance first (§3-502.11).

OUR PLAN

STEP	THE LIMIT	WHO CHECKS, HOW OFTEN	IF IT'S WRONG	RECORD
Receiving				
Cold holding				
Date marking				
Cooking				
Cooling				
Reheating				
Hot holding				
Employee health				
Hands				
Cleaning and sanitizing				
Allergens				
Vomit clean-up				
Pests				

PLAN SIGN-OFF

DATE	WHAT CHANGED	SIGNED

The Food Code is a model, not federal law: it applies once your state or local health department adopts it, often with changes, and local rules can be stricter. Confirm with your health department. Section numbers are from the FDA Food Code 2026. Explained in plain English at www.foodhandlergear.com/food-safety-plan-template.html. © 2026 FoodHandlerGear. Free to print and share. **Editable written procedures and illness policy: Food Safety Plan Kit, \$29, www.foodhandlergear.com/kit.**

KEEPING THE PLAN WORKING

- ☐ The manager reviews every log weekly, then signs and dates it.
- ☐ New staff are trained on the plan before their first shift and sign the illness policy.
- ☐ Thermometers are checked in ice water weekly (§4-502.11).
- ☐ The plan is reviewed every year, and whenever the menu or equipment changes.