Mason Square Staging Pantry – Daily Caterer Checklist – Required Tasks

Please check off each item as completed and sign and print your name at the bottom.

Sanitation and Facilities Maintenance**:**

- ☐ Clear and wipe down all countertops and surfaces
- ☐ Thoroughly clean and sanitize all sinks
- ☐ Remove all food from refrigerators and freezers
- ☐ Wipe down cabinet and drawer exteriors
- ☐ Sweep and mop floors using provided supplies
- ☐ Do not discard food in sinks or disposals
- ☐ Clean and sanitize coffee/tea equipment (including filter baskets)
- ☐ Ensure no items are stored in the ice machine
- ☐ Empty and wash trash cans; replace liners (liners provided in kitchen)
- ☐ Clean elevator floors and walls if used for catering service
- ☐ Wipe away splashes or residue from walls and fixtures
- ☐ Return all items to their designated storage areas
- ☐ Document any maintenance issues observed
- ☐ Report and record any damages immediately
- ☐ Complete and sign the daily catering checklist and leave it on-site for George Mason Staff

Food Safety and Handling Standards:

- ☐ Was the food prepared and maintained at the proper temperature (hot food cooked to the proper temperature and held at a minimum temperature of 135°F, and cold food was held at 41°F or below)?
- ☐ Was all food handled properly (using clean utensils and/or gloved hands)?
- ☐ Did staff utilize proper hair restraints?

Caterer Signature: _____ Date: _____

Print Name: _____

Mason Square Staff Reviewed:_____