

**USAFACFS GARRISON DINING FACILITY  
FOOD SERVICE CHECKLIST**

TYPE OF EVALUATION \_\_\_\_\_ DATE/TIME \_\_\_\_\_  
 ORGANIZATION \_\_\_\_\_ FOOD SVC SGT/MANAGER \_\_\_\_\_  
 COMMANDER \_\_\_\_\_ SUPERVISOR ON DUTY \_\_\_\_\_  
 FOOD SERVICE OFFICER \_\_\_\_\_

Evaluation is based on percentage with a possible rating of 100%.

Superior 100%-95%  
 Satisfactory 89%-80%

Excellent 94%-90%  
 Unsatisfactory 79% or below

RATING \_\_\_\_\_

RECAP OF POINTS:	WEIGHT	AWARD
A. ADMINISTRATION AND MANAGEMENT	57	-----
B. RECEIPT AND STORAGE OF SUPPLIES	18	-----
C. FOOD SERVICE SANITATION	35	-----
D. APPEARANCE/ATTITUDE OF PERSONNEL	6	-----
E. SERVING/TROOP ACCEPTABILITY	13	-----
F. DINING AREA	5	-----
G. EQUIPMENT AND FACILITY	13	-----
H. FOOD PREPARATION AND QUALITY	53	-----
	TOTAL 200	-----

TOTAL AWARDED \_\_\_\_\_ DIVIDED BY 200 = \_\_\_\_\_ %

EVALUATED BY \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## SECTION A

ADMINISTRATION AND MANAGEMENT	WT	AWARD	REMARKS
1. Required publications on hand or on requisition. (AR 30-1)	1		
2. Dining Facility records properly filed. (DA Pam 25-400-2 & AR 30-1).	1		
3. SQT/OJT and cross training program in effect. (FM 10-23 & Food Svc Bulletin #12)	1		
4. Energy conservation practiced, SOP present. (AR 30-1)	1		
5. Proper supervision conducted. (FM 10-25 & AR 30-1)	1		
6. Menus posted where it may be read before or upon entering the dining facility. Menu includes all meals scheduled for service and caloric value of each menu item. (AR 30-1 & Food Svc Bulletin #10)	1		
7. Accountability of subsistence. (AR 30-1 & Food Svc Bulletin #10)	5		
8. Self-service supply items properly accounted for IAW Food Svc Bulletin #7.	1		
9. Armed Forces Recipes (TM 10-412) maintained IAW Food Svc Bulletin #11, SOPs current, approved, and realistic to daily operations. (AR 30-1)	2		
10. Quarterly reviews of dining facility record; unannounced cash counts accomplished. (AR 30-1)	2		
11. Notice of Delegation of Authority (DA Form 1687 or DD Form 577) current and properly completed. (ARs 30-1, 30-2, and 710-2)	1		
12. Dining Facility Account Card (DA Form 3980-R) properly maintained and within tolerances. (AR 30-1)	2		
13. Subsistence Report & Field Ration Request (DA Form 2970) maintained. (AR 30-1)	2		
14. Headcount Record (DA Form 3033) properly maintained with supporting documents affixed for filing. (AR 30-1)	2		

## SECTION A (Continued)

ADMINISTRATION AND MANAGEMENT (Cont)	WT	AWARD	REMARKS
15. Signature Headcount Sheet (DA Form 3032) properly maintained. (AR 30-1)	2		
16. Issue Slips and Request for Issue and/or Turn-in (DA Form 3161) on hand and properly maintained. (AR 30-1)	1		
17. Cash Meal Payment Book and Cash Payment Sheets (DD Form 1544) properly maintained and monies safeguarded. Cash Sheet Control Record (DA Form 3546-R) properly maintained. (AR 30-1)	2		
18. Strikeovers or erroneous entries on DD Form 1544 initialed and fully explained on reverse side. (AR 30-1)	2		
19. Cash Meal Payment Sheets (DD Form 1544) and monies turned in to Food Service Officer when completed. (AR 30-1)	2		
20. Cash turned in to FA&O on Cash Collection Voucher (DD Form 1131) and DD Form 1131 properly maintained. (AR 30-1 & Food Svc Bulletin #9)	2		
21. Production Schedule (DA Form 3034) properly prepared and signed. (AR 30-1 & Food Svc Bulletin #9)	2		
22. Leftover food items properly entered on Production Schedule (DA Form 3034). (AR 30-1)	2		
23. Separate Production Schedule (DA Form 3034) prepared for each meal served include box lunches and field feeding. (AR 30-1 and Food Svc Bulletin #9)	2		
24. Sensitive & High Dollar Item Disposition (DA Form 3034-1) properly maintained. (AR 30-1)	2		
25. Enlisted dining facility advisory council established. Required subject areas discussed, minutes on file. (AR 30-1 & Food Svc Bulletin #4)	1		

## SECTION A (Continued)

ADMINISTRATION AND MANAGEMENT (Cont)	WT	AWARD	REMARKS
26. Headcounters properly briefed; SOP present, current, and followed. Lost meal card roster current and checked. (AR 30-1)	1		
27. Proper headcount procedures followed, diners identified (i.e., meal card, ID card, others, etc.); cash sheets & DA Form 3032 properly used. Headcounter spot-checked by manager or designee during meal. (AR 30-1)	1		
28. Are headcounters required to check attire, maintaining order and etc. (AR 30-1)	1		
29. Payroll deduction procedures IAW ARs 30-1 and 600-38.	1		
30. Nutritional education materials present IAW AR 30-1, appendix J.	1		
31. Operational Ration/Box Lunch Control Sheet (DA Form 5309-R) properly maintained. (AR 30-1)	2		
32. Disposition of Subsistence (DA Form 3034-2-R) properly maintained. (AR 30-1)	2		
33. Required Control Procedures for Dining Facility Operations IAW AR 30-1, Appendix I, properly conducted.	2		
34. Excess subsistence on hand. (AR 30-1)	1		
35. MRE and T-Ration administration maintained and filled out IAW AR 30-1 and Food Svc Bulletin #8.	2		
36. Miscellaneous			
SCORE	57		

## SECTION B

## RECEIPT AND STORAGE OF SUPPLIES

WT

AWARD

REMARKS

- |   |    |  |  |
|---|----|--|--|
| 1. Supplies properly received and subsistence checked for quantity and condition. (AR 30-1 & FM 10-23)  | 2  |  |  |
| 2. Storeroom arranged neatly. Non-perishable subsistence properly stored. (FM 10-23 & TB Med 530)   | 1  |  |  |
| 3. Perishable subsistence properly stored. (FM 10-23 & TB Med 530)  | 2  |  |  |
| 4. Rotation of subsistence (first-in, first-out), coding, and dating system in effect, (i.e., bread, milk, etc.) and posted. (AR 30-1 & FM 10-23) | 2  |  |  |
| 5. Food items wrapped and/or covered. (FM 10-23 & TB Med 530)   | 1  |  |  |
| 6. Odorous and nonodorous food stored separately. (FM 10-23 & TB Med 530)   | 1  |  |  |
| 7. Ice properly stored. (TB Med 530)  | 1  |  |  |
| 8. Leftover food items properly stored and labeled. (TB Med 530)  | 2  |  |  |
| 9. Serviceable thermometers present inside all refrigerators, frozen food cabinets, ice cream cabinets, etc. (FM 10-23 & TB Med 530)              | 2  |  |  |
| 10. Poisonous and toxic materials stored IAW TB Med 530. First-aid supplies stored in dining facility. (TB Med 530)                               | 2  |  |  |
| 11. Operational Rations stored IAW Food Svc Bulletin #6.  | 2  |  |  |
| 12. Miscellaneous   |    |  |  |
| SCORE   | 18 |  |  |

## SECTION C

FOOD SERVICE SANITATION	WT	AWARD	REMARKS
1. Perishables refrigerated at proper temperatures. (FM 10-23 and TB Med 530)	2		
2. Sanitary food preparation and serving procedures followed. (FM 10-23 & TB Med 530)	2		
3. Warewashing IAW prescribed procedures. Wash and rinse water temperature adequate or food service disinfectant used. (TM 10-415, TB Med 530, FM 8-34)	2		
4. High standards of dining facility sanitation practiced. Cleanliness and condition. (FM 10-23, TM 10-415, & TB Med 530)			
a. Kitchen Area	5		
b. Pot & Pan Area	5		
c. Dishwashing Area	5		
d. Serving lines and dining room	5		
5. Outside area clean and maintained to include mops, brooms, and dumpsters. Waste properly discarded. (FM 10-23 & TB Med 530)	2		
6. Cross contamination evident. (TB Med 530)	1		
7. Employee practices signs posted. Wash hands after using latrine, tobacco, handling utensils, equipment handling raw and cooked foods after custodial duties and after handling garbage or trash. (TB Med 530)	2		
8. Frozen food thawed IAW prescribed procedures. (TB Med 530 & Food Svc Bulletin #8)	2		
9. Food service personnel inspected prior to going to duty/work. (TB Med 530)	1		
10. Pest control program in effect. (FM 8-34, FM 21-10, & TB Med 530)	1		
11. Miscellaneous			
SCORE	35		

## SECTION D

APPEARANCE/ATTITUDE OF PERSONNEL	WT	AWARD	REMARKS
1. Food service personnel wearing authorized garments, headgear, jewelry. Personal hygiene of a high standard. (AR 670-1 & TB Med 530)	2		
2. Food service personnel/servers have a good attitude and are courteous. Handwashing stations stocked with soap and disposable towels. (FM 10-25 & TB Med 530)	2		
3. 'Clean as you go' being practiced. (FM 10-23 & TB Med 530)	2		
4. Miscellaneous.			
SCORE	6		

## SECTION E

SERVING/TROOP ACCEPTABILITY	WT	AWARD	REMARKS
1. Meal hours adequate and served as scheduled. (AR 30-1)	1		
2. Serving lines properly arranged. (FM 10-25)	1		
3. All menu items present at proper temperature. (FM 10-25 & TB Med 530)	2		
4. Garnish appropriate and complimentary to food items being served. (FM 10-25)	1		
5. Servers being properly instructed in serving techniques. Portions served to diners is the amount listed on recipe cards or Production Schedule. (FM 10-25)	1		
6. Plate waste is minimized and monitored. (AR 30-1 & FM 10-25)	1		
7. Serving line properly replenished and kept clean. (FM 10-25)	2		
8. Serving line running smoothly with even flow of patrons. (FM 10-25)	1		
9. Appropriate/sufficient serving utensils on hand and used. (FM 10-25)	1		
10. Meal being served correspond exactly with menu column of Production Schedule. (AR 30-1)	2		
11. Miscellaneous			
SCORE	13		

## SECTION F

DINING AREA	WT	AWARD	REMARKS
1. Decor and atmosphere in good taste. Dining area neatly arranged. (AR 30-1 & FM 10-23)	1		
2. Smoking/No Smoking area posted and enforced. (AR 30-1 & TB Med 530)	1		
3. Sufficient table accessories available and properly replenished. (FM 10-23 & CTA 50-970)	2		
4. Sufficient tableware to accommodate the average number of persons being served. (CTA 50-970)	1		
5. Miscellaneous			
SCORE	5		

## SECTION G

EQUIPMENT AND FACILITY	WT	AWARD	REMARKS
1. Operating instruction and manuals present on each piece of equipment. (AR 30-1)	2		
2. Maintenance program conducted IAW Installation Policy. (Food Svc Bulletin #12)	3		
3. Work Order Log, DA Form 2405, maintained and a follow-up program in force. (Food Svc Bulletin #12 & AR 30-1)	2		
4. Self-help program for maintenance in effect. (Food Svc Bulletin #4)	1		
5. Evidence of any food service equipment being abused. (TM 10-415 & FM 10-25)	1		
6. Fire extinguishers available, serviceable, properly tagged, and up-to-date. (USAFACFS Reg 420-90)	1		
7. Safety practices in effect, (i.e., CO2 cylinders secure, floors not slippery, knives properly used and stored). (FM 10-25, FM 10-23, & TM 10-415)	2		
8. DA Form 3988-R (Dining Facility Equipment Replacement Record) properly maintained. (AR 30-1)	1		
9. Miscellaneous			
SCORE	13		

## SECTION H

FOOD PREPARATION AND QUALITY	WT	AWARD	REMARKS
1. Menus adjusted to troop's acceptability. (AR 30-1)	1		
2. Short order adequate and served daily. (AR 30-1 & SB 10-260)	2		
3. Production Schedule followed. (AR 30-1 & FM 10-23)	4		
4. Recipes and SOPs present and followed (AR 30-1 & TM 10-412)			
a. SOP realistic and followed by food service personnel.	4		
b. Recipes followed for all meat entrees.	4		
c. Recipes followed for all starches prepared.	4		
d. Recipes followed for vegetable cookery.	4		
e. Beverages prepared and served by SOPs or recipes.	4		
f. Desserts prepared and served SOPs or recipes.	3		
5. Progressive cookery practiced. (AR 30-1 & FM 10-25)	3		
6. Preparation waste kept to a minimum. (AR 30-1 & FM 10-25)	1		
7. Meat, oven, deep fat, and grill thermometers present and used. (FM 10-25)	2		
8. Roasts and poultry properly carved. (FM 10-25)	1		
9. Freshest bread available served for lunch and dinner. (AR 30-1 & FM 10-23)	1		
10. Varieties of salads and salad dressings present. (FM 10-25 & SB 10-260)	3		
11. Varieties of pastries present (9" pie pan used, layered cakes prepared). (Food Svc Bulletin #12)	3		

## SECTION H (Continued)

## FOOD PREPARATION AND QUALITY (Cont)

WT AWARD

REMARKS

12. Potentially hazardous foods handled, stored, and documented properly. (TB Med 530)

3

13. Leftovers kept to a minimum, entered on the Production Schedule, stored and used properly. (AR 30-1, FM 10-25, & TB Med 530)

4

14. Low calorie meals available to diners. (Food Svc Bulletin #10)

2

15. Miscellaneous

SCORE

53