

Personal Chef Risk Assessment Checklist

Use this self-inspection checklist to ensure you're adhering to safety guidelines, your equipment is in good shape, and more!

We recommend completing this checklist every time you have a new client, acquire new equipment, or work at a new location.

Food Safety and Handling	Yes	No
Food is stored at USDA-recommended temperatures		
Allergens are labeled and ingredients are kept separate to prevent cross-contamination		
You/your employees follow proper sanitization and hygiene procedures (washing hands, wearing gloves, etc.)		
Your/your employees have an up-to-date food safety certificate from a state-approved course		
Separate cutting boards and utensils are used for meat, poultry, seafood, and produce		
Food waste is properly disposed of		
Chemicals and other foreign substances are stored away from food		
Food is transported from one location to the next in tightly		
Food is transported from one location to the next in tightly sealed/temperature-controlled containers		

Workplace Hazards	Yes	No
Your cooking area is well-ventilated		
Kitchen appliances are in working order		
Kitchen floor is clear of tripping hazards/clutter		
Client has kids and/or pets that could pose a hazard		

Kitchen and Equipment Safety	Yes	No
You have a first aid kit on hand with sufficient supplies		
Electrical cords are secured and kept out of high-traffic areas		
Kitchen equipment has been regularly serviced according to the manufacturer's recommendation		
Fire extinguisher is available and easily accessible		
Knives and other sharp cooking tools are properly stored and maintained to avoid risk of injury		
Kitchen has slip-resistant mats in place in areas prone to getting wet, such as near sinks		
All business gear is inventoried		
Business gear is labeled with your name and contact information in case of loss		

Client Interaction and Procedures	Yes	No
Client (and family/guest) allergies and dietary restrictions are documented		
Menu approvals have been approved by the client in writing		
Client is aware of and understands the expectations for communication regarding last-minute changes, absence due to illness, refunds, etc.		

Legal Compliance and Insurance	Yes	No
You have an active liability insurance policy in place with general and product liability coverage		
You/your employees carry up-to-date food handler's/alcohol server cards		
You and your client have copies of the signed contract regarding your services		

Financial and Data Security	Yes	No
Secure, encrypted system used for processing client payments		
All client data is securely stored and backed up on an external drive		
Invoices and receipts are issued promptly and copies are stored for your records		
You use a secure password manager for all business accounts		
Two-factor authentication in place for all business accounts		

Contingency Planning	Yes	No
Backup plan in place in case of a personal emergency or illness (such as contacts for substitute chefs/employees if applicable to your business model)		
You have an alternative ingredient supplier identified if your main supplier is unable to provide them		
Delivery delay and food spoilage procedures in place		