



FREE RESOURCE · TEMPLATE

Daily Kitchen Responsibility Sheet

A practical food-safety resource for Caribbean hospitality teams

Make each recurring food-safety check visibly owned for the shift instead of relying on memory.

How to use this resource

1 Localise the control

Confirm the legal requirements, property limits and process rules that apply where you operate.

2 Assign the check

Use a real person or role. Staff should know who completes the record and who handles exceptions.

3 Record what actually happened

Use real times, temperatures, observations and actions. Do not pre-fill completion.

4 Act on deviations

A failed result needs a response. Record containment, product disposition and corrective action where relevant.

5 Review patterns

Supervisors should look for missing checks, repeat failures and actions that remain open.

IMPORTANT

Do not copy temperature limits or legal requirements from another jurisdiction without verification. This resource supports your food-safety process; it does not replace your HACCP plan, local law or competent food-safety advice.

Daily Kitchen Responsibility Sheet

Make each recurring food-safety check visibly owned for the shift instead of relying on memory.

CHECK / CONTROL	WHEN	OWNER	BACK-UP	COMPLETED	EXCEPTION	ACTION / HANDOVER
[]						
[]						
[]						
[]						
[]						
[]						
[]						
[]						

The record matters when something goes wrong.

CaribSafe helps make the follow-up visible.

CaribSafe connects scheduled food-safety checks, out-of-range results, corrective actions and evidence so managers can see what needs attention without rebuilding the story later.

[Book a 20-minute walkthrough](#)