

# Meal Preparation Observation Checklist

Date and time of the observation: \_\_\_\_\_

Physical status and abilities of the person preparing the meal	
Location of the observation	
Individual's dietary restrictions or needs	
Meal the individual will prepare	
Set up or preparation done in advance	
Other comments	

Tasks	Notes
Start time: _____	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Chooses an appropriate meal to make (ie. not ribeye steak for breakfast).</li> <li><input type="checkbox"/> Footwear is safe for task.</li> <li><input type="checkbox"/> Clothing is safe for task.</li> <li><input type="checkbox"/> Hair, jewelry, etc. are safe for task.</li> <li><input type="checkbox"/> Washes hands before beginning task.</li> <li><input type="checkbox"/> Safe environment set up to begin task.</li> <li><input type="checkbox"/> Clean and sanitary environment.</li> <li><input type="checkbox"/> Food is stored appropriately (safe temperature, appropriate container, will not leak, etc.).</li> <li><input type="checkbox"/> Completes tasks in the appropriate order.</li> <li><input type="checkbox"/> Uses appliances safely.</li> <li><input type="checkbox"/> Safe use of knives, cutting boards, utensils.</li> <li><input type="checkbox"/> Food safety: food items are not expired and appear fresh.</li> <li><input type="checkbox"/> Maintains sanitary environment (washes hands as needed, avoids cross-contamination, etc.).</li> <li><input type="checkbox"/> Mobilizes safely.</li> <li><input type="checkbox"/> Turns appliances on and off appropriately.</li> <li><input type="checkbox"/> Uses utensils appropriately.</li> <li><input type="checkbox"/> Completes meal preparation tasks in a timely manner.</li> <li><input type="checkbox"/> Prepares food in an organized fashion (ie. all items are ready at the same time, puts items away as finished with them).</li> </ul>	
Time when meal preparation is complete: _____	
Time when clean up begins: _____	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Effectively cleans up the environment, appropriate hand hygiene, cleans all surfaces, washes dishes.</li> <li><input type="checkbox"/> Safely stores any left over food.</li> <li><input type="checkbox"/> Turns off appliances.</li> <li><input type="checkbox"/> Completes clean up tasks in a timely manner.</li> </ul>	
Time when clean up is complete: _____	
<p>Overall observations</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Able to follow directions (if applicable).</li> <li><input type="checkbox"/> Able to stay on task with little cueing.</li> </ul>	
Additional Notes/Observations	