



COMPLIANCE STATION · FREE EDITION

Allergen Management Checklist

Is your allergen protocol written or word of mouth?

A written allergen protocol that works on a Saturday night with a new server, not just when the chef is on.

Property _____ Date _____ Walked by _____

WHAT THIS PREVENTS

The guest who asked, was told 'it's fine', and left in an ambulance because the answer came from a server's memory instead of a recipe sheet. It also stops the quieter failures behind that one: a supplier who changed a spec nobody read, a fryer shared 'just this once', and a protocol that lived in one chef's head until the day that chef was off.

How to use it

1. Name one allergen owner for the property (usually the Exec Chef) and one person per shift who is the only voice that says yes or no to an allergen request. Everyone else routes to that person.
2. Run section A on its rhythm whether or not anyone has asked. The system exists on Tuesday lunch, not only when a guest declares an allergy.

A. The system — a written protocol, not a conversation

ITEM

- ☐ One named allergen owner (role) for the property, with a backup; both listed on the written policy
- ☐ Written allergen policy on file and posted where FOH and BOH can read it: how a guest is asked, who decides, how the ticket is marked, how the plate travels, what happens in an emergency
- ☐ One person per shift designated as the allergen decision-maker (usually Sous Chef or Chef on duty), named on the shift roster or line-up sheet
- ☐ Major allergen list for [VAR] jurisdiction printed on the recipe sheets and in the policy (e.g. the [VAR] list; sesame and others vary by jurisdiction)
- ☐ Allergen training completed at hire and refreshed every [VAR] months for every server, bartender, cook, expo, banquet staff and room service; records held by HR with dates
- ☐ Allergen menu review completed and signed off at every menu change, LTO, special and seasonal swap before the item is sold
- ☐ Self-check by a manager not on the F&B team: pick two menu items at random, ask a server the allergens, then compare to the sheet
- ☐ Incident and near-miss log reviewed with the allergen owner; every open item has a fix and a date

B. Ingredient documentation — the sheet the answer comes from (first 4 of 8 items)

ITEM

- ☐ Recipe or ingredient sheet exists for every item sold, including sides, sauces, garnishes, bar syrups, bread, butter and amenities
- ☐ Each sheet lists every major allergen present and any 'may contain' from supplier labels, dated and initialed by the reviewer



ITEM

- ☐ Supplier spec sheets or labels on file for every purchased ingredient with an allergen statement; filed by item, not by vendor
- ☐ Hidden-allergen sweep completed: soy in oil sprays, wheat in soy sauce, dairy in stocks, nuts in pesto, egg in dressings, fish in Worcestershire, sulfites in wine reductions, gluten in malt vinegar

WHAT THE FULL EDITION ADDS

This free edition covers 12 of 52 line items. The full edition gives you the whole system:

- **All 7 sections, all 52 items**, from standing readiness to closing the loop.
- **A frequency on every line** (every shift, weekly, quarterly), so nothing waits for someone to remember it.
- **An owner column** naming the role responsible, so the list survives turnover and days off.
- **A pro tip on every item**: practical operator advice on what actually gets missed.
- **A sign-off block**: completed by, verified by, date and corrective actions.

SAMPLE PRO TIP

'Ask the kitchen' is not a protocol. It is a hope. The owner is a role so it survives the chef's day off.

Get the full checklist for \$9.99 at onawaithospitality.com/compliance-station

CHECKLIST USE NOTICE

This checklist provides operational guidance. Applicable laws, regulations, codes, and mandatory requirements always take precedence. Completing this checklist does not establish or certify regulatory compliance.

Read the full Checklist Use and Regulatory Disclaimer: onawaithospitality.com/faq