Employee Illness Log

Employee Name	Nature of Illness	Date & Time of departure		Date & Time of return		Comments/Action Taken
Joe Food Service	*diarrhea*	1/1	2:00pm	1/3	8:30am	*Was treated by doctor*

Remember: Employees should notify their supervisor if they have a severe cold, diarrhea, vomiting, jaundice, and sore throat with fever.
Anyone who is sick with these symptoms must NOT work with food.

Daily Sanitizer Checklist

Check method of sanitation:

- ☐ High Temperature Machine (min. 180°F on the gauge, and 160°F at plate level)
- ☐ Low Temperature Machine (with Chlorine at 50 ppm minimum or Quat at 200 ppm minimum)
- ☐ Manually with:
  - ☐ Chlorine (minimum 50 ppm)
  - ☐ Quaternary Ammonium (minimum 200 ppm)
  - ☐ Iodine (minimum 12.5 ppm)

Date	Time	Dishwasher ppm or temp	Manual Sanitizing ppm	Corrective action if needed
I.E. 1/1	*9:00 a.m.*	*100 ppm chlorine*	*N/A*	*None needed*
1/1	*4:00 p.m.*	*0 ppm chlorine*	*N/A*	*Maintenance corrected problem*

Sanitizing reduces bacterial contamination to safe levels through adequate heat or chemical treatment.

Food Delivery Log

Central Kitchen: _____ Date: _____

Food Item	Time & Temp when delivered		Time & Temp when received		Comments or action taken
i.e.Chicken Nuggets	*10:00am*	*155°F*	*11:00am*	*150°F*	

Remember: During transportation of Potentially Hazardous Foods, always maintain temperature above 140°F or below 41°F.

Receiving Temperature Log

Date	Product	Temperature	Initials/Comments
i.e. 1/1	*Milk*	*38°F*	*JD*

Food Safety Temperature Log

Date	Hot/Cold Holding Unit	Menu Item	A.M. Temp	P.M. Temp	Initials
i.e. 1/1	*Walk-in Cooler*	*Potato Salad*	*38°F*	*41°F*	*JD*

Cooking Log

Date	Food Item	Time/Temperature Attained		Minimum Required Temperature
i.e. 1/6	*Chicken Breast*	*11:30 a.m.*	*194°F*	*165°F*
	Meatloaf	*2:00 p.m.*	*175°F*	*155°F*

Cooling Log

Date	Food Item	Time	Pre-cooling Temp	Method of cooling	Time	Temp
i.e. 1/1	*Beef Roast*	*9:00 a.m.*	*168°F*	*Divided, then refrigerated*	*1:30 p.m.*	*39°F*

Remember: Potentially Hazardous Foods must be cooled from 140°F to an internal temperature of 70°F within two hours and from 70°F to 41°F within 4 hours

Reheating Log

Date	Food Item	Time	Initial Temp	Method of reheating	Time	Final Temp
i.e. 1/1	*Stew*	*1:30pm*	*41°F*	*Stove top*	*2:15 p.m.*	*182°F*

Remember: Potentially Hazardous Foods must be reheated to 165°F within 2 hours.