

# Employee Illness Log

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

**Remember: Employees should notify their supervisor if they have a sever 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>I.E. 1/1</i>	<i>9:00 a.m.</i>	<i>100 ppm chlorine</i>	<i>N/A</i>	<i>None needed</i>
<i>1/1</i>	<i>4:00 p.m.</i>	<i>0 ppm chlorine</i>	<i>N/A</i>	<i>Maintenance corrected problem</i>

**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>i.e. Chicken Nuggets</i>	<i>10:00am</i>	<i>155°F</i>	<i>11:00am</i>	<i>150°F</i>	

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





# Cooking Log

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

**165°F Minimum: For raw poultry, poultry products, stuffed meats**  
**155°F Minimum: For raw ground beef, ground pork, and other ground meat products**  
**145°F Minimum: For raw beef roasts, pork roasts, fish, shellfish, veal, eggs**

# Cooling Log

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

**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

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

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