**FOOD PREPARATION RECORDS**

**Date of function \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Organisation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name (and address – if not known to St Mark’s) of person responsible for food hygiene

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of food hygiene certificate (if haven’t done St Mark’s training)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other people involved in food preparation:

Name and date of certificate\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and date of certificate\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and date of certificate\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FULL MENU\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PRE-KITCHEN USE**

|  |  |  |
| --- | --- | --- |
|  |  | Corrective action taken |
| Fridge cleaned, stock checked & temperature recorded |  |  |
| Freezer cleaned, stock checked & temperature recorded |  |  |
| Evidence of pests, fly killer switched on if necessary |  |  |

**PURCHASE *Check use by dates & visual check all items***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date |  |  |  |  |
| Shop used |  |  |  |  |
| Cold storage items: |  |  |  |  |
| Time first item placed in trolley |  |  |  |  |
| Frozen storage items |  |  |  |  |
| Time first item placed in trolley |  |  |  |  |
| Time items placed in cool bag |  |  |  |  |

**DELIVERY**

|  |  |  |  |
| --- | --- | --- | --- |
| Time & date items placed in fridge |  | Time & date items placed in freezer |  |
| “ |  | “ |  |
| “ |  | “ |  |
| “ |  | “ |  |
| “ |  | “ |  |
| “ |  | “ |  |

**STORAGE**

|  |  |  |
| --- | --- | --- |
|  |  | Corrective action taken |
| Fridge temp - date |  |  |
| Fridge temp – date |  |  |
| Fridge temp - date |  |  |
|  |  |  |
| Freezer temp – date |  |  |
| Freezer temp – date |  |  |
| Freezer temp - date |  |  |

**PRE-PREPARATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Wash hands & forearms |  | Illness? |  |
| Disinfect work surfaces |  | Skin cuts covered |  |
| Remove jewellery |  | Protective clothing |  |

**COOKING *Food should reach 750C, use probe – (disinfect it before & after use)***

|  |  |  |  |
| --- | --- | --- | --- |
| Item cooked |  | Item cooked |  |
| Temperature |  | Temperature |  |
| Item cooked |  | Item cooked |  |
| Temperature |  | Temperature |  |

**HOT HOLDING *food should be kept above 630C***

|  |  |  |  |
| --- | --- | --- | --- |
| Item stored |  | Item stored |  |
| Temperature on serving |  | Temperature on serving |  |

**BEFORE LEAVING**

|  |  |  |  |
| --- | --- | --- | --- |
| Items covered & labelled: **list what you are leaving** |  | | |
| Cooker cleaned |  | Microwave cleaned |  |
| Warmer cleaned |  | Water heater cleaned |  |
| Fridge left clean |  | Coffee machine cleaned |  |
| Surfaces cleaned |  | Dishwasher filter cleaned |  |
| Appliances turned off |  | Bin emptied |  |
| Cleaning recorded |  | Food waste emptied |  |

**ANY PROBLEMS WITH EQUIPMENT**

***Thank you for returning this form to the church office. (Use post box on wall by external hall door if needed).***