

Employee Illness Log

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

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

Hot Holding / Cold Holding Temperature Log

Date	Hot/Cold Holding Unit	Menu Item	A.M. Temp	P.M. Temp	Initials
e.g. 1/1	Walk-in Cooler	Diced Tomatoes	38°F	41°F	JD
1/1	Steam Table	Mashed Potatoes	147°F	135°F	JD

Remember: Hot Foods should be held at or above 135°F
Cold Foods should be held at or below 41°F

Cooking Temperature Log

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

Date	Food Item	Cooling Start Time A	Pre-cooling Temp A	Method of cooling	Time B (within 2 hours of start)	Temp B	Time C (within 6 hours of start)	Final Temp C	Initials
<i>e.g. 1/1</i>	<i>Beef Roast</i>	<i>9:00 a.m.</i>	<i>168°F</i>	<i>Divided, then refrigerated</i>	<i>11:00 a.m.</i>	<i>69°F</i>	<i>1:30 p.m.</i>	<i>39°F</i>	<i>R.M.</i>

Remember: Potentially Hazardous Foods must be cooled from 135°F to an internal temperature of 70°F within two hours and from 70°F to 41°F within an additional 4 hours (total of 6 hours).

Reheating Temperature Log

Date	Food Item	Start Time	Initial Temp	Method of reheating	Finish Time	Final Temp	Initials/ corrective action
e.g. 1/1	Chili	9:00 AM	38°F	Stove top	10:30 AM	185°F	R.M.

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

Catering Food Delivery Log

Catering Company Information: _____

Delivery Location: _____

Date: _____

Food Item	Time & Temp when packaged for delivery		Initials	Time & Temp when received at off-site location		Initials	Comments or action taken
	Time	Temp		Time	Temp		
e.g. <i>Chicken Nuggets</i>	<i>10:00am</i>	<i>155°F</i>	J.D.	<i>11:00am</i>	<i>150°F</i>	M.J.	

Remember: During transportation of Potentially Hazardous Foods, always maintain temperature above 135°F or below 41°F.