

HO4

SFBB diary

Attached is a sample diary to show how a completed diary might look.

Week co	ommencing: <u>5 / 01 /2009</u>		
Any pr	oblems or changes – what did you do?	Opening checks	Closing checks
Notes	Closed today		
Name Our safe	methods were followed and effectively supervised today.		
Any pr	oblems or changes – what did you do?	Opening	Closing
Notes	Pork dish under cooked. Returned to oven and checked again to make sure no	pink or red	in centre
Name . Our safe	Jane Jackson Signed JJackson		
Any pr	oblems or changes – what did you do? New Special on the menu – haddock and chips.	Opening checks	Closing checks
Notes	Safe methods checked for this dish. Sophie Wells induction training completed.		
Name	Jane Jackson SignedJJackson		
Our safe	methods were followed and effectively supervised today.		
Any pr	oblems or changes – what did you do?	Opening	Closing
	Fish supplier has suddenly closed – gone out of b	usiness.	
Notes	Changed supplier to 'Fish4Us'. Paul Wells started as a kitchen porter – complete	ed his induc	tion.

Any pro	oblems or changes – what did you do?			Opening checks	Closing
Notes	Microwave broke down todo Put up 'out of order' sign. No hand wash soap availabl		nk - Jo refil	led it toda	у.
Name _ Our safe r	Jane Jackson	Signed	JJackson		
Any pro	oblems or changes – what did you do? Microwove fixed by Mr Fix	× Shop.		Opening checks	Closing checks
Notes	New special on the menu - Safe methods checked.	Prawn stir	fry		
Name _ Our safe r	Jane Jackson methods were followed and effectively supervised today.	Signed	TJackson		
Any pro	oblems or changes - what did you do? No problems or changes to	oday		Opening checks	Closing checks
Notes					
Name _ Our safe r	Jane Jackson methods were followed and effectively supervised today.	Signed	Jackson		
We hav	e performed the following extra checks this High level cleaning	s week.		Opening checks	Closing checks
Notes					
Name _	Jane Jackson	Signed	JJackson		

Any problems or changes – what did you do?		Opening checks	Closing checks
Notes Closed today			
Name Our safe methods were followed and effectively supervised today.	Signed		
Any problems or changes – what did you do?		Opening D	Closing checks
Microwave broke down agai Reported it to Mr Fix Shop Notes Completed SFBB training w			
Name Jane Jackson Our safe methods were followed and effectively supervised today.	Signed JJackso	n	
Any problems or changes – what did you do? Microwave back in kitchen Reported it to Mr Fix Shop		Opening checks	Closing checks
Notes Completed SFBB training w	ith Paul Wells.		
Name Jane Jackson	Signed JJackson		
Our safe methods were followed and effectively supervised today.			-
Any problems or changes – what did you do? Customer complained that t	hey found a hair in l	opening checks D her food.	Closing checks
Notes Manager dealt with the cust Jo - kitchen - retrained in w		rectly	
Name Jane Jackson	Signed JJackson	1	

Any pro	oblems or changes – what did you do?	Opening checks	Closing checks
Notes	Microwave broke again! New microwave purchased, the o Staff trained on new microwave.		
Name _ Our safe n	Jane Jackson Signe	dJJackson	
Any pro	oblems or changes - what did you do? No problems or changes today.	Opening Checks	Closing checks
Notes			
Name _ Our safe n	Jane Jackson Signe	d JJackson	
Any pro	oblems or changes - what did you do? No problems or changes today.	Opening checks	Closing checks
Notes			
Name _ Our safe n	Jane Jackson Signe	d JJackson	
We hav	e performed the following extra checks this week.	Opening checks	Closing checks
Notes			
	Signe	ed .	

Any problems or changes – what did you do? Closed		Opening Checks	Closing checks
Notes			
Name Our safe methods were followed and effectively supervised today	Signed		
Any problems or changes – what did you do? Closed		Opening checks	Closing (checks
Notes			
Name			
Name Our safe methods were followed and effectively supervised today	Signed		
	th vomiting – advise	^{Opening} checks d him to stay	Closing checks
Our safe methods were followed and effectively supervised today Any problems or changes – what did you do? Paul Wells rang in sick wir off work till he has no sy	th vomiting – advise mptoms for 48 hour _{Signed} JJack	opening checks d him to stay rs.	
Our safe methods were followed and effectively supervised today Any problems or changes – what did you do? Paul Wells rang in sick wir off work till he has no syn Notes	th vomiting - advise mptoms for 48 hour ^{Signed} JJack	opening checks d him to stay rs.	Closing checks Closing checks
Our safe methods were followed and effectively supervised today Any problems or changes – what did you do? Paul Wells rang in sick wir off work till he has no syn Notes Name Jane Jackson Our safe methods were followed and effectively supervised today Any problems or changes – what did you do?	th vomiting - advise mptoms for 48 hour ^{Signed} JJack	Opening checks d him to stay rs.	checks

AND	Any problems or changes – what did you do?	Opening checks	Closing
	New dessert special - strawberry and fresh cre	am cakes.	
	Notes Safe methods checked for this dish.		
	Jane Jackson JJack	son	
	Name Jane Jackson Signed Jackson Our safe methods were followed and effectively supervised today. Signed Jackson Signed Signed		
8	Any problems or changes – what did you do?	Opening	Closing
SATU	Mixing bowl cracked - threw it away.	checks 🖵	checks 💛
1			
	Notes		
	Tana Taalaan Taalaa		
	Name Jane Jackson Signed JJackson Our safe methods were followed and effectively supervised today.	n	
8	Any problems or changes – what did you do?	Opening	Closing
â	No problems or changes today.	checks 🖵	checks 🖵
	Notes		
	Name Jane Jackson Signed JJackson		
0	We have performed the following extra checks this week.	Opening	Closing
IN OILORS		checks	checks
8	Deep cleaning - kitchen. Checked by J. Jackson.		
	Notes		
	Name Jane Jackson Signed JJackson		

Week commencing: 26 / 01 /2009		
Any problems or changes – what did you do?	Opening checks	Closing Closing Closing Closing Closing Closing Closed Clo
Notes Closed today		
Name Signed Our safe methods were followed and effectively supervised today.		
Any problems or changes – what did you do? No problems or changes today.	Opening (1) checks (1)	Closing (1) checks
Notes		
Name Jane Jackson Signed JJacks Our safe methods were followed and effectively supervised today.	on	
Any problems or changes – what did you do? Left hand oven not working correctly. Reported to supplier. Notes Out of order sign put on oven.	Opening checks	Closing D
Name <u>Jane Jackson</u> Signed <u>JJackson</u> Our safe methods were followed and effectively supervised today.	1	
Any problems or changes – what did you do? No problems or changes today.	Opening √	Closing
Notes		
Name Jane Jackson Signed JJackson Our safe methods were followed and effectively supervised today. Signed JJackson		

Avona	Any problems or changes – what did you do? Mouse droppings seen in dry store. Pest controller called – full clean completed. Notes The damaged food thrown away.	Opening checks	Closing
	NameJane JacksonSignedJJackso	n	
ANDRUTAL	Any problems or changes – what did you do? No problems or changes today.	Opening checks	Closing Closing Closing Closing Closing Closing Closed Clo
	Notes NameJane_JacksonSignedJJackson Our safe methods were followed and effectively supervised today.		
AVONTS	Any problems or changes – what did you do? Dead mouse found in the dry store. Area fully cleaned – mouse disposed of. Notes	Opening	Closing
	Name <u>Jane Jackson</u> Signed <u>JJackson</u> Our safe methods were followed and effectively supervised today.		
TXUN OILORS	We have performed the following extra checks this week. Extra pest control checks. Re-trained staff on aspects of pest control. Notes	Opening checks	Closing
	Name Jane Jackson Signed JJackson		