SFBB diary

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

Pork dish under cooked.
Returned to oven and checked again to make sure no pink or red in centre

Jane Jackson  JJackson

New Special on the menu - haddock and chips.
Safe methods checked for this dish.
Sophie Wells induction training completed.

Jane Jackson  JJackson

Fish supplier has suddenly closed - gone out of business.
Changed supplier to 'Fish4Us'.
Paul Wells started as a kitchen porter - completed his induction.

Jane Jackson  JJackson
Microwave broke down today.
Put up 'out of order' sign.
No hand wash soap available at the sink - Jo refilled it today.

Jane Jackson
Signed JJackson

Microwave fixed by Mr Fix Shop.

New special on the menu - Prawn stir fry
Safe methods checked.

Jane Jackson
Signed JJackson

No problems or changes today

Jane Jackson
Signed JJackson

High level cleaning

Jane Jackson
Signed JJackson
Closed today

Any problems or changes – what did you do?

Microwave broke down again.
Reported it to Mr Fix Shop
Completed SFBB training with Paul Wells.

Notes: Microwave back in kitchen

Any problems or changes – what did you do?

Customer complained that they found a hair in her food.
Manager dealt with the customer.
Jo - kitchen - retrained in wearing hairnet correctly

Notes
Microwave broke again!
New microwave purchased, the old one thrown out.
Staff trained on new microwave.

<table>
<thead>
<tr>
<th>Name</th>
<th>Signed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane Jackson</td>
<td>JJackson</td>
</tr>
</tbody>
</table>

No problems or changes today.

<table>
<thead>
<tr>
<th>Name</th>
<th>Signed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane Jackson</td>
<td>JJackson</td>
</tr>
</tbody>
</table>

No problems or changes today.

<table>
<thead>
<tr>
<th>Name</th>
<th>Signed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane Jackson</td>
<td>JJackson</td>
</tr>
</tbody>
</table>

We have performed the following extra checks this week.

<table>
<thead>
<tr>
<th>Name</th>
<th>Signed</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Monday

**Any problems or changes – what did you do?**

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paul Wells</td>
<td>Closed</td>
</tr>
</tbody>
</table>

*Notes:

Our safe methods were followed and effectively supervised today.*

### Tuesday

**Any problems or changes – what did you do?**

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane Jackson</td>
<td>Closed</td>
</tr>
</tbody>
</table>

*Notes:

No problems or changes today.*

### Wednesday

**Any problems or changes – what did you do?**

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane Jackson</td>
<td>√</td>
</tr>
</tbody>
</table>

*Notes:

Paul Wells rang in sick with vomiting – advised him to stay off work till he has no symptoms for 48 hours.*

### Thursday

**Any problems or changes – what did you do?**

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane Jackson</td>
<td>√</td>
</tr>
</tbody>
</table>

*Notes:

No problems or changes today.*
New dessert special - strawberry and fresh cream cakes.

Safe methods checked for this dish.

Mixing bowl cracked - threw it away.

No problems or changes today.

Deep cleaning - kitchen.
Checked by J. Jackson.
<table>
<thead>
<tr>
<th>Date</th>
<th>Problems or Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>26/01/2009</td>
<td>Closed today</td>
</tr>
<tr>
<td>Monday</td>
<td>No problems or changes today.</td>
</tr>
<tr>
<td>Tuesday</td>
<td>No problems or changes today.</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Left hand oven not working correctly. Reported to supplier. Out of order sign put on oven.</td>
</tr>
<tr>
<td>Thursday</td>
<td>No problems or changes today.</td>
</tr>
<tr>
<td>Friday</td>
<td>No problems or changes today.</td>
</tr>
</tbody>
</table>
Mouse droppings seen in dry store.  
Pest controller called – full clean completed.  
The damaged food thrown away.

Jane Jackson

No problems or changes today.

Jane Jackson

Dead mouse found in the dry store.  
Area fully cleaned - mouse disposed of.

Jane Jackson

Extra pest control checks.  
Re-trained staff on aspects of pest control.

Jane Jackson