

# **LandSea Camp & Catering Services**

## **Isabelle X**

### **Food Safety Manual 2025/26**

Creating good places for people to live. Anywhere.



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## PURPOSE OF THIS FOOD SAFETY MANUAL

All employees employed by LandSea Camp and Catering Services LTD (“LandSea”) must have a current Food Safe Certificate/Card in their personnel file within 30 days from their date of hire. As a food handler, you are required to keep your Food Safe card current by renewing it when required.

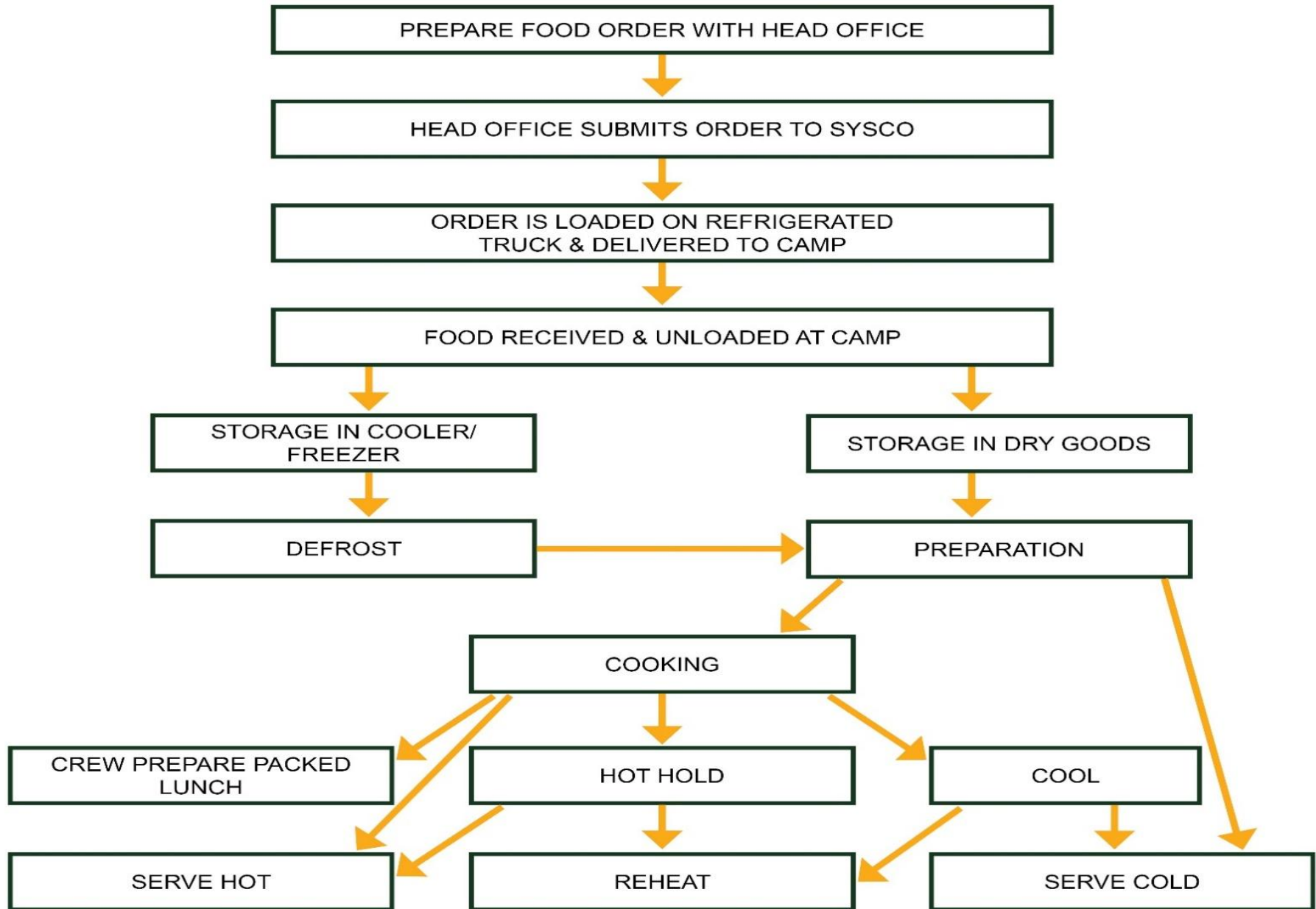
The goal of this Food Safety Manual is to provide you with a basic understanding of food safety. This will assist your manager, who is responsible for ensuring that you prepare and serve food safely. **A Food Safe card confirms that you have met the learning objectives in this manual.**

Photocopies of the Food Safe card are kept at LandSea’s Head Office and in the employee’s HR file to show the health inspector upon request.

The Head Cook at LandSea oversees all food service operations. This person in charge (PIC) is responsible for knowing the food sanitation rules and the food operating procedures for LandSea. This person is responsible for providing you with information you need to perform your job.

The PIC is usually a manager or supervisor but can be anyone who can demonstrate the knowledge listed above and is given the authority to oversee other employees.

# FOOD OPERATIONS FLOW CHART



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# FOOD SAFETY

All LandSea employees are expected to know and understand the following concepts of foodborne illnesses, personal hygiene, contamination, and temperature control to reinforce a safe and illness-free work environment.

## Employee Illness

The food handler will know to call the person in charge at LandSea when ill with diarrhea, vomiting, jaundice, or fever with a sore throat. The food handler will know not to work in the food service sector at LandSea while ill with these symptoms. The food handler will know not to handle food with an infected boil, cut, burn, or sore on the hand or wrist. Food may be handled if the injury is covered with a clean bandage and latex-free glove.

## Hand Washing

Food handlers will understand the elements of good hand washing. The food handler will:

1. Use running warm water and soap.
2. Scrub hands and rinse thoroughly (approximately 20 seconds – sing Happy Birthday twice).
3. Dry hands with single-use towel.

The food handler will wash their hands:

1. After handling raw food and raw animal products.
2. After handling dirty dishes.
3. After handling garbage.
4. After cleaning or using chemicals.
5. Before putting on food service gloves and after removing gloves.

The food handler will know that a double hand wash means to lather hands with soap and warm water for approximately 20 seconds, rinse and repeat a second time. Dry hands with a single-use towel.

The food handler will double hand wash due to situations when:

1. After using the toilet and again when entering the work area.
2. After blowing nose, sneezing, coughing, or touching eyes, nose, or mouth.
3. Before starting work.
4. Anytime hands come into contact with bodily fluids.
5. After smoking or using tobacco products.
6. After eating or drinking.

The food handler will know that food service gloves can spread germs and are not a substitute for proper hand washing. The food handler will know that smoking, eating, and chewing tobacco are prohibited in food preparation areas, including food and utensil storage areas.

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## Prevention of Foodborne Illness

The food handler will avoid the five major mistakes that often cause foodborne illness:

1. Inadequate hand washing
2. Employees working while they are ill
3. Cross contamination
4. Inadequate cooking temperatures
5. Inadequate temperature control

The food handler will prevent foodborne illness in the following manner:

1. Proper hand washing every time hands may have become contaminated.
2. Working only when healthy.
3. Storing and handling of foods in a manner to prevent contamination.
4. Cooking each animal product to its required internal temperature.
5. Maintaining hot and cold temperatures – keeping foods out of the danger zone.

## LandSea's Role in Helping Prevent Foodborne Illness

The food handler will know that LandSea sets the tone of what food safety activities occur and do not occur within the facility. The food handler will know that LandSea supervisors are responsible for training and ensuring that all food handlers practice activities that prevent foodborne illness.

## Food Handlers Role in Helping Prevent Foodborne Illness

The food handler will be able to identify contaminated food. The food handler will know that food contaminated with organisms and germs does not always look, smell or taste different from noncontaminated food. The food handler will know that symptoms vary and may include diarrhea, vomiting, fever, cramping and nausea.

## Food Handlers Personal Hygiene

- It is the responsibility of all LANDSEA food handling employees to come to work showered, shaved, wearing deodorant and in a clean uniform.
- Kitchen employees with facial hair longer than ¼ inch must wear a beard net covering it while on duty.
- If you have long hair, it must be tied back, and a hair net must be worn over it. This includes bangs.
- Hats are to be worn by all kitchen staff while on duty.
- Fingernails must be kept short as this poses a bacterial hazard. No nail polish or false nails are to be worn in the kitchen at any time.
- ALL employees passing through the kitchen or working in kitchen space must wear hair, and beard nets if applicable, nets while in the area.

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## Temperature Control

Food handlers will understand why hot and cold holding temperatures are very important factors in preventing illness:

1. The food handler will be able to identify potentially hazardous foods as food that will support bacterial growth when held at temperatures in the danger zone.
2. The food handler will be able to identify the danger zone as any temperature between 60°C and 4°C.
3. The food handler will be able to identify that food being cooled or heated must move through the danger zone as rapidly as possible.
4. The food handler will be able to identify that 60°C or hotter as the proper temperature for hot holding potentially hazardous food.
5. The food handler will be able to identify that 4°C or colder as the proper temperature for cold holding potentially hazardous food.
6. The food handler will know that you cannot make food safe to eat when food has been in the danger zone for four hours or more.

## Cooling Hot Foods

With cooling of foods, it is important to move the food temperature through the “Danger Zone” as quickly as possible to keep food safe.

Fresh is Best – a chance that bacteria can grow and produce toxins when food is cooled is always present. It is safest to make food fresh each day, just before it is served.

Speed is Important – if food must be made in advance or is needed to be saved as leftovers, cool it as fast as possible to prevent bacteria growth and toxin production. Reheating will not destroy toxins.

## Cooling Solid Foods

When cooling solid cooked foods such as roast, turkey and cold cuts of meat, be sure to:

1. Cut large roasts and turkeys into smaller portions. This will help them to cool faster.
2. Put all meats and other hot food in the refrigerator.

## Cooling Soft/ Thick Foods

Examples of soft/thick foods are refried beans, rice, potatoes, stews, chili, thick soup or thick sauces. Cool soft/thick foods by pouring food into a shallow metal pan. Use a sheet pan and spread the food out as shallow as possible to speed up the cooling. When cooling food in shallow metal pans, be sure to:

1. Pour hot food into shallow metal pans. The shallower the pan the faster the food will cool.
2. Stirring food speeds up cooling time.
3. Once food cools to 4°C, you can place food in a larger container and cover it.

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## Air Movement

Air in the refrigerator must be able to move around the food. The pans and dishes need to have space between them; do not crowd them. Do not stack pans on each other. Do not cover the food while it is cooling. A cover may be put on after the food has fully cooled.

## Cooling Liquid Foods

You can use shallow metal pans, or you can use the ice and water bath to cool thin soup and sauces. When cooling food with an ice bath, be sure to:

1. Close the drain in a large sink. Place the metal pot or pan of hot food in the sink. The sink drain must be indirectly plumbed.
2. Fill the sink with ice and cold water up to the level of food in the pot or pan.
3. Stir the soup or sauce often so that it cools all the way to the center. Ice paddles or cooling wands can be used to speed up the cooling process.
4. Add more ice as ice melts.
5. The food must reach 4°C.

## Remember!

You can choose several ways to cool food. No matter how you cool the food, it must drop from:

**60°C to 21°C within 2 hours and from 21°C to 4°C within 4 hours**

Use a food thermometer to check the temperature while it is cooling. If it is not cooling fast enough, you will need to do something else to speed up cooling.

## Food Thermometers

1. A thermometer that works best shows a range of -18°C to 104°C.
2. Check the internal temperature of the food toward the end of the cooking time.
3. Place the thermometer in the thickest part of the meat or in the center of the food to get a true reading. Do not touch the bone with the stem of the thermometer to prevent a false reading.
4. When taking temperatures of a large amount of food like a large piece of meat, be sure to take the temperature in 2 or more locations.
5. Compare your thermometer to the Required Cooking Temperatures to determine if your food has reached a safe temperature. See Appendix 4.
6. Wash and sanitize the thermometer each time you check the temperature of a food.

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## Refrigeration Thermometer

Every refrigerator is required to have a thermometer. This thermometer must be located where it is easy to see when you open the refrigerator door. Every refrigerator should be operating at 4°C or less as indicated by the thermometer. If the thermometer reads above 4°C, then use a metal-stem probe food thermometer to check the temperature of food inside of the refrigerator.

## Food Temperatures

Temperature Control – killing germs with cooking and stopping their growth by keeping the food hot or cold. LandSea supplies at least one accurate metal-stem probe thermometer to check food temperatures.

The “Danger Zone” – germs like bacteria need time, food and moisture to grow. The temperature between 4°C and 60°C is called the Danger Zone. When food sits in this zone, bacteria can grow fast and make toxins that can make you and others sick.

Discard Food – when foods are left in the Danger Zone for more than 4 hours must be discarded.

Reheating the food may kill the bacteria, but the toxins will remain in the product and cause illness.

Cooking Food – Cooking raw food to the proper temperature will kill germs that cause people to become sick.

When is Cooked Food Safe? – Different foods must reach different temperatures to be done or safe. Be sure to cook the food to the appropriate temperature as indicated by Appendix 4.

Thermometer – No matter how the food is cooked, it must reach the correct cooking temperature.

Using a metal-stem probe thermometer is the only way to know the correct temperature of food. You must place the thermometer in the thickest part of the meat or in the center to get a true reading.

Cold Holding – Always keep cold food at 4°C or colder. Fish, shellfish, poultry, milk and red meat will stay fresh longer if you hold them at this temperature or colder.

Hot Holding – After the food is cooked and ready to serve, you will need to keep it warm enough to stop any germs from growing. You must turn on steam tables, soup warmers and heated surfaces before you need them so that they will be hot enough when you put the cooked food into them.

Keep it Hot – Stir food to help keep the food on top hot. A cover on the pan helps to keep the heat inside.

Keep it Cold – food being held cold on the top section of a refrigerated preparation unit also benefits from being covered.

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## Contamination and Cross Contamination

Food handler will understand why cross contamination is dangerous and know ways to prevent it:

1. The food handler will be able to define and identify physical contamination as foreign objects accidentally introduced into food. Food items may arrive already contaminated with dirt and pebbles.
2. The food handler will be able to define and identify cross contamination as happening when micro-organisms are transferred from one food or surface to another food.
3. The food handler will be able to identify methods to prevent cross contamination such as washing, rinsing and sanitizing utensils, work surfaces and equipment between uses.
4. The food handler will be able to identify storage conditions that will minimize the potential for cross contamination:
  - a. Store raw meats below and completely separate from ready-to-eat food in refrigeration units
  - b. Store chemicals, cleansers and pesticides completely separate from food, utensils and single service items.
  - c. Properly label all chemicals, cleansers and pesticides

## General Cleaning Plan Kitchen/Dining Room

- This is a two-part process where you first clean by removing dirt and grease.
- This is followed by sanitizing the surfaces to kill disease and organisms by reducing the number of microorganisms on a surface to a safe level.

## Overall Premises

- General cleaning as outlined in kitchen cleaning schedule.
- Pest control on an ongoing basis by third party.
- Grease trap cleaning and disposal on regular basis by third party.
- Garbage Disposal on a daily basis by third party, Kitchen garbage placed in designated containers by kitchen staff.

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## Equipment

### ALL EQUIPMENT

- Keep in good working order.
- Operate and maintain according to manufacturers instruction.

### STOVE, RANGE, GRILL

- Cool range tops, lids and ovens before cleaning.
- Use scouring powder to remove spilled food and rust.
- Clean after using.
- Remove all traces of cleaning agents from oven and grills.
- Keep ranges free of grease.
- Keep gas holes unplugged and adjust air shutters to maintain a blue flame from gas burners.

### MICROWAVE OVENS

- Do not use scouring pads or any other abrasive material that might scratch the oven interior or door seal.
- Wipe all spills at once.
- Use all-purpose cleaner to clean inside and out including door seals.

### DISHWASHER

- Clean wash ports and rinse jet regularly to avoid clogging.
- Remove racks and plugs, Scrub with a brush and detergent, air dry before replacing.
- Leave the door open to air machine out when not in use.
- Check operating temperature and sanitizing levels daily.

### POTWASHING, 3 SINK SYSTEM

In case of dishwasher break down use 3 sink system, washing in mild detergent, rinse, sanitize (15 ml per 1 liter of water).

### DEEP FRYER

- Do not use to cook with excess moisture.
- Use a non-toxic, non-flammable solution to wipe outside.
- Degrease weekly by boil out method.

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## REFIDGERATION EQUIPMENT

- Check door latches to ensure they work properly.
- Make sure door seals are in good condition.
- Ensure wastewater discharges into proper drains.

## MEAT SLICER, BUFFLO CHOPPER

- Wash and Sanitize BEFORE and AFTER use.
- Wrap machine in food safe plastic when not in use to keep machine clean.

## KITCHEN UTENSILS & TABLEWARE

- Pre-Soak (Pink San) and wash/sanitize in high temperature dishwasher

## DISHWASHING, SANITIZING, AND CLEANING AGENTS

- High temperature dish soap- Diver Force
- High temperature rinse agents- Max Pro Rinse
- All- purpose/Pot Soap- Sunlight
- Cutlery Pre-Soak- Pink San
- Sanitizer-Hypochlor 12(6ml per 1 liter of water)

## CHEMICAL HANDLING AND STORAGE IN FOOD PREPARATION AREAS

- Any chemical, detergent or hazardous product that is utilized for cleaning purposes in the food preparation area shall be utilized for the cleaning task and then removed immediately from the preparation area and stored in approved area or cabinet.
- Any chemical or hazardous product that has been decanted into a smaller approved vessel or bucket shall be labelled in accordance with OH&S legislation and established GHS standards.
- Any unlabeled bottle or bucket containing any substance found in the food preparation area shall be immediately discarded.
- Any worker that decants chemical or hazardous substances is responsible for labelling, proper storage and /or discarding of unused products.

## Handwashing

- Proper hand washing to prevent the spread of disease transmitting from persons hand to food, co-workers, and or customers
- Posting hand washing signage in staff washrooms, beside hand basins in food preparation area
- Ensure that soap and hand sanitizers are always available
- Cleaned and sanitized on daily basis
- **The appropriate length of time for proper hand washing is 20 seconds using liquid soap and paper towels**

## Staff Hygiene

- Food service staff provided with cleaned laundered cook ware and apron on daily basis
- Food service staff are provided with appropriate gloves to ware during food production and service
- Clean rags daily for cleaning and sanitizing

## Record Keeping

- Kitchen/dining room cleaning schedule
- High temperature dishwasher log
- Fridge and freezer temperature log

## Dining Room

- Wash and sanitize all tables, with clean towel (use clean towels for cleaning)
- Ongoing cleaning during service
- Empty all garbage and dispose in garbage bin

## Kitchen And Dining Room Floors

- Sweep/mop twice daily or as required, with all-purpose detergent

# Shift Task Checklists

## CAMP:

### Sandwich Prep Area

**Instructions:** All cleaning tasks in the kitchen and dining room must be completed as per LandSea standards. Ensure to initial all items completed.

Month/Week (Date Range):

Day of Week:	/	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
All Stainless-Steel Tables	Daily							
Stainless-Steel Shelves	Daily							
Prep Sink Area	Daily							
Handwashing Station & Dispensers	Daily							
Meat Slicer	When Used							
Garbage Cans	Daily							
Sweep/Mop Floors	Daily							
Wipe Down Walls	Daily							
Check Quat Sanitizer	Daily (Every 2 Hrs.)							

Chef's Approval & Signature:

**CAMP:**

**Day Prep Area**

**Instructions:** All cleaning tasks in the kitchen and dining room must be completed as per LandSea standards. Ensure to initial all items completed.

Month/Week: **Date Range?**

Day of Week:	/	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Wooden Table	Daily							
All Stainless Steel Tables	Daily							
Stainless Steel Shelves	Daily							
Stand Mixer	After each use							
Little Stand Mixers	After each use							
Prep Sinks	Daily							
Handwashing Station & Dispensers	Daily							
Product Bins	Daily							
Storage Shelves	Daily							
Garbage Cans	Daily							
Sweep/Mop Floors	Daily							
Wipe Down Walls	Daily							
Check Quat Sanitizer	Daily (Every 2 Hrs.)							

Chef's Approval & Signature:

**CAMP:**

**Baking Area**

**Instructions:** All cleaning tasks in the kitchen and dining room must be completed as per LandSea standards. Ensure to initial all items completed.

Month/Week (Date Range):

Day of Week:	/	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Wooden Table	Daily							
All Stainless Steel Tables	Daily							
Stainless Steel Shelves	Daily							
Stand Mixer	Daily							
Little Stand Mixers	After each use							
Prep Sinks	After each use							
Handwashing Station & Dispensers	Daily							
Product Bins	Daily							
Storage Shelves	Daily							
Garbage Cans	Daily							
Sweep/Mop Floors	Daily							
Wipe Down Walls	Daily							
Check Quat Sanitizer	Daily (Every 2 Hrs.)							

Chef's Approval & Signature:

**CAMP:**

**Hot Prep/ Cooking Line - AM**

**Instructions:** All cleaning tasks in the kitchen and dining room must be completed as per LandSea standards. Ensure to initial all items completed.

Month/Week (Date Range):

Day of Week:	/	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Stainless Steel Prep Shelf	Every 2 hours/Daily							
Stainless Steel Table & Sinks	Every 2 hours/Daily							
Handwashing Sink & Dispensers	Daily							
Alto Sham #1 (Top)	Daily							
Alto Sham #2 (Bottom)	Daily							
Oven Range #1 (Outside)	Daily							
Oven Range #2 (Outside)	Daily							
Oven Range #3 (Outside)	Daily							
Oven Range #4 (Outside)	Daily							
Crate/Drain	Daily							
Hot Holding Boxes	Daily							
Hood Vent Filters	Weekly							
Hood Vents	Weekly							
Sweep Floors	Daily							
Mop Floors	Daily							
Fridge Doors/Floors	Daily							
Check Quat Sanitizer	Daily (Every 2 Hrs.)							

Chef's Approval & Signature:

**CAMP:**

**Hot Prep/ Cooking Line - PM**

**Instructions:** All cleaning tasks in the kitchen and dining room must be completed as per LandSea standards. Ensure to initial all items completed.

Month/Week (Date Range):

Day of Week:	/	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Stainless Steel Prep Shelf	After each use/Daily							
Stainless Steel Table & Sinks	After each use/Daily							
Handwashing Sink & Dispensers	Daily							
Alto Sham #1 (Top)	Daily							
Alto Sham #2 (Bottom)	Daily							
Tilt Skillet	When Used							
Steam Kettle	When Used							
Crates/Drain Area	Daily							
Oven Range #1 (Outside)	Daily							
Oven Range #2 (Outside)	Daily							
Oven Range #3 (Outside)	Daily							
Oven Range #4 (Outside)	Daily							
Hot Boxes	Daily							
Hood Vent Filters	Weekly							
Hood Vents	Weekly							
Sweep Floors	Daily							
Mop Floors	Daily							
Fridge Doors/Fridge Floors	Weekly							
Check Quat Sanitizer	Daily (Every 2 Hrs.)							

Chef's Approval & Signature:

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All cleaning products and sanitizers are to be stored in designated closet away from food.

**\*SANITIZING SOLUTION:**

Oasis 146 Multi Quat Sanitizer, concentration (200-400 PPM)

RTU Product to be used Sink and Surface Multi Quat if Oasis multi quat unavailable

IF REQUIRED, to be prepared daily, using 1-ounce bleach (5% unscented, household bleach) per gallon of water.

All wiping rags to be held in a bucket of sanitizing solution; soiled rags are to be cleaned before re-use.

Chlorine test strips available to test the strength of sanitizing solution; must be minimum 100 ppm.

**\*\*FOOD CONTACT SURFACES**

- Includes cutting boards, meat-slicer, counter-tops and utensils that contact foods.

**CAMP:**

**Kitchen Deep Cleaning**

**Instructions:** All cleaning tasks in the kitchen and dining room must be completed as per LandSea standards. Ensure to initial all items completed.

Month/Week (Date Range):

Day of Week:	/	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Oven Range #1	Weekly							
Oven Range # 2	Weekly							
Oven Range #3	Weekly							
Oven Range # 4	Weekly							
Char Broiler	Weekly							
Alta Sham	Weekly							
Behind the Front Line	Weekly							
Hot Boxes (Inside)	Weekly							

Chef's Approval & Signature:

**CAMP:**

**Front Serving Line – Day Shift**

**Instructions:** All cleaning tasks in the kitchen and dining room must be completed as per LandSea standards. Ensure to initial all items completed.

Month/Week (Date Range):

Day of Week:	/	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Steam Table #1	Daily							
Steam Table #2	Daily							
Steam Table #3	Daily							
Steam Table #4	Daily							
Steam Table #5	Daily							
Broiler #1	Daily							
Broiler #2	Daily							
Cast Iron Burners	Daily							
Deck Oven #1	Daily							
Deck Oven #2	Daily							
Flat Top	Daily							
Hot Boxes	Daily							
Deep Fryer	When Required							
Sweep/Mop Floors	Daily							
Wipe Down Walls	Daily							
Handwashing Sink & Dispenser	Daily							
Hood Vent Filters	Weekly							
Hood Vents	Weekly							
Check Quat Sanitizer	Daily (Every 2 Hrs.)							

Chef's Approval & Signature:

**CAMP:**

**Front Serving Line – Night Shift**

**Instructions:** All cleaning tasks in the kitchen and dining room must be completed as per LandSea standards. Ensure to initial all items completed.

Month/Week (Date Range):

Day of Week:	/	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Steam Table #1	Daily							
Steam Table #2	Daily							
Steam Table #3	Daily							
Steam Table #4	Daily							
Steam Table #5	Daily							
Cast Iron Burners	Daily							
Deck Oven #1	Daily							
Deck Oven #2	Daily							
Flat Top	Daily							
Hot Boxes	Daily							
Deep Fryer	When Required							
Sweep/Mop Floors	Daily							
Wipe Down Walls	Daily							
Handwashing Sink & Dispenser	Daily							
Hood Vent Filters	Weekly							
Hood Vents	Weekly							
Check Quat Sanitizer	Daily (Every 2 Hrs.)							

Chef's Approval & Signature:

**CAMP:**

**Fast Food Station**

**Instructions:** All cleaning tasks in the kitchen and dining room must be completed as per LandSea standards. Ensure to initial all items completed.

Month/Week (Date Range):

Day of Week:	/	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Action Cooler #1	Daily							
Flat Top	When Used							
Deep Fryers	When Used							
All Stainless Steel Tables	Daily							
Broiler	When Used							
Steam Table	Daily							
Hot Holding Box	Daily							
Garbage Cans	Daily							
Sweep/Mop Floors	Daily							
Wipe Down Walls	Daily							
Check Quat Sanitizer	Daily (Every 2 Hours)							

Chef's Approval & Signature:

**CAMP:**

**Fast Food Outlet Deep Cleaning**

**Instructions:** All cleaning tasks in the kitchen and dining room must be completed as per LandSea standards. Ensure to initial all items completed.

Month/Week (Date Range):

Day of Week:	/	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Char Broiler	Weekly							
Hot Box (Inside)	Weekly							
Behind Equipment	Weekly							
Service Line (Drain & Clean)	Twice Weekly							

Chef's Approval & Signature:

# CAMP:

## Dining Room AM (Night Shift)

**Instructions:** All cleaning tasks in the kitchen and dining room must be completed as per LandSea standards. Ensure to initial all items completed.

Month/Week (Date Range):

Day of Week:	/	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Condiment Table	Daily							
Salad Bar #1	Daily							
Salad Bar #2	Daily							
Salad Bar #3	Daily							
Vitality Machine	Daily							
Milk Machine #1	Daily							
Cereal Station Dispensers (Under/Behind)	Daily							
Toaster	Daily							
Microwave #1 Inside/Out	Daily							
Microwave #2 Inside/Out	Daily							
Center Island Shelves	Daily							
Center Island Stainless Steel Tables	Daily							
Coffee Machine	Daily							
Coffee Station	Daily							
Reach In Cooler #1	Daily							
Dessert Cooler #1	Daily							
Wipe Walls	Daily							
Garbage Bins	Daily							
Sweep/Mop Floors	Daily							
Check Quat Sanitizer	Daily (Every 2 Hrs.)							

Chef's Approval & Signature:

**CAMP:**

**Dining Room PM (Day Shift)**

**Instructions:** All cleaning tasks in the kitchen and dining room must be completed as per LandSea standards. Ensure to initial all items completed.

Month/Week (Date Range):

Day of Week:	/	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Condiment Table	Daily							
Salad Bar #1	Daily							
Salad Bar #2	Daily							
Salad Bar #3	Daily							
Vitality Machine	Daily							
Milk Machine #1	Daily							
Cereal Station- Dispensers, Under/Behind	Daily							
Toaster	Daily							
Microwave #1 Inside/Out	Daily							
Microwave #2 Inside/Out	Daily							
Center Island Shelves	Daily							
Center Island Stainless Steel Tables	Daily							
Coffee Machine	Daily							
Coffee Station	Daily							
Reach In Cooler #1	Daily							
Dessert Cooler #1	Daily							
Wipe Walls	Daily							
Garbage Bins	Daily							
Sweep/Mop Floors	Daily							
Check Quat Sanitizer	Daily (Every 2 Hrs.)							

Chef's Approval & Signature:

**CAMP:**

**Lunchroom/ Bag Up Room – AM (Night Shift)**

**Instructions:** All cleaning tasks in the kitchen and dining room must be completed as per LandSea standards. Ensure to initial all items completed.

Month/Week (Date Range):

Day of Week:	/	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Condiment Inserts	Daily							
Condiment Tables	Daily							
Coffee/Tea Station	As need or every 2 hours							
Coffee Machine	As needed or every 2 hours							
Milk Machine	Daily							
Pop/Juice Station	As needed or every 2 hours							
Sink/Sanitation Station	As needed or every 2 hours							
Microwave	Daily							
Bake Good Table	Daily							
Stand Up Cooler #1	Daily							
Stand Up Cooler #2	Daily							
Stand Up Cooler #3	Daily							
Sandwich Cooler #1	Daily							
Sandwich Cooler #2	Daily							
Sandwich Cooler#3	Daily							
Wipe Down Walls	Daily							
Sweep/Mop Floors	Daily							
Garbage Bins	Daily							
Check Quat Sanitizer=200PPM	Daily(Every 2 Hours)							

**Chef's Approval & Signature:**

**CAMP:**

**Lunchroom/ Bag Up Room - PM (Day Shift)**

**Instructions:** All cleaning tasks in the kitchen and dining room must be completed as per LandSea standards. Ensure to initial all items completed

Month/Week (Date Range):

Day of Week:	/	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Condiment Inserts	Daily							
Condiment Tables	Daily							
Coffee/Tea Station	As needed or every 2 hours							
Coffee Machine	As needed or every 2 hours							
Milk Machine	Daily							
Pop/Juice Station	As needed or every 2 hours							
Sink/Sanitation Station	As needed or every 2 hours							
Microwave	Daily							
Bake Good Table	Daily							
Stand Up Cooler #1	Daily							
Stand Up Cooler #2	Daily							
Stand Up Cooler #3	Daily							
Sandwich Cooler #1	Daily							
Sandwich Cooler #2	Daily							
Sandwich Cooler#3	Daily							
Wipe Down Walls	Daily							
Sweep/Mop Floors	Daily							
Garbage Bins	Daily							
Check Quat 200PPM	Daily (Every 2 Hrs.)							

**Chef's Approval & Signature:**

**CAMP:**

**Coffee Station/ Prep Area**

**Instructions:** All cleaning tasks in the kitchen and dining room must be completed as per LandSea standards. Ensure to initial all items completed.

Month/Week (Date Range):

Day of Week:	/	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Prep Fridge	Daily							
Ice Machine	Weekly							
Reach in Fridge #1	Daily							
Reach in Fridge #2	Daily							
Prep Counter #1	Every 2 hours							
Prep Counter #2	Every 2 hours							
Prep Cooler #1	Daily							
Garbage Cans	Daily							
Sweep/Mop Floors	Daily							
Wipe Down Walls	Daily							
Check Quat Sanitizer=200PPM	Daily (Every 2 Hours)							

Chef's Approval & Signature:

## Hazard Work Sheets

HAZARDS	ALLERGENS CROSS CONTAMINATION
ALLERGEN PHF'S	SEAFOOD/FISH SHELLFISH WHEAT DAIRY EGGS SOY TREE NUTS PEANUTS GLUTEN MUSHROOMS NIGHTSHADES (EG: POTATO, PEPPERS, TOMATO, EGGPLANT)
STORAGE PHF'S All PHF'S must be stored correctly as per food safe guidelines eg: Separate shelving, closed containers, correctly labelled etc.	POULTRY FRESH (Below 4 degrees C) POULTRY FROZEN (Below -18 degrees C) MEAT FRESH (Below 4 degrees C) MEAT FROZEN (Below -18 degrees C) DAIRY FRESH (Below 4 degrees C) DAIRY FROZEN (Below -18 degrees C) SEAFOOD FRESH (Below 4 degrees C) SEAFOOD FROZEN (Below -18 degrees C) DRY STORE ALLERGENS PRODUCE FRESH (Below 4 degrees C) PRODUCE FROZEN (Below -18 degrees C)

## Hazard Work Sheet Allergens

IDENTIFIED PHF:		COMPLETE
STAGE	DRY STORAGE, COLD OR FROZEN STORAGE, PREPARATION	
	See Receiving Record Form, Production Logs	
HAZARDS	CROSS CONTAMINATION	
PREVENTIVE MEASURES/CCP'S	STORE PHF'S AND ALLERGEN RISK FOODS APPROPRIATELY	
	COVER FOODS AND SEPARATE FOOD TYPES	
	SERPERATELY PREPARE PHF'S/ALLERGEN RISK FOODS	
	ALLERGEN DECLARATION, ALL IDENITIFIED PHF'S	
	ALLERGEN REPORTING	
	ALLERGEN LABELLING	
CRITICAL LIMITS	ASSESS ALL REPORTED ALLERGENS (USE GUEST SCAN DATA)	
	SEPERATE TOOLS AND PREP AREAS FOR IDENTIFIED PHF'S	
	GLOVE CHANGE BEFORE AND AFTER PREPARATION STEPS	
	CLEAN AND SANITIZE PREP AREA AND TOOLS BEFORE AND	
	AFETR PREPARING PHF'S	
	LABEL ALL PHF'S (ON STOCKED SHELVES AND SERVING LINE)	
	SEPARATE AND SPECIFIC SERVING UTENSILS AND SERVICE	
	AREAS FOR ALL PHF'S (color coded or labelled)	
MONITORING PROCEDURES	CHECK ALLERGEN REPORTING DAILY	
	VISUAL CHECK STORAGE CONDITIONS, PACKAGING	
	CHECK PREP LOGS	
	CHECK CLEANING RECORDS	
	AWARE OF PHFs - See PHF Sheet AWARE OF ALLERGEN RISKS	
CORRECTIVE ACTIONS	ASSESS ALL FOODS FOR POTENTIAL HAZARDS	
	COVER FOODS	
	REORGANIZE LAYOUT OF FOODS	
	FAMILIARIZE STAFF WITH PHF'S AND ALLERGENS IN HOUSE	
	MONITOR PREPARATION AND SERVICE TO ENSURE NO CROSS CONTAMINATION	
RECORDS	RECEIVING RECORDS	
	CLEANING RECORDS	
	PREP LOGS	

## Cooling

STAGE	COOLING See Food Production Record Form
HAZARDS	GROWTH OF BACTERIA AND/OR HARMFUL TOXINS CROSS CONTAMINATION
PREVENTIVE MEASURES	USE APPROPRIATE METHODS TO COOL FOODS QUICKLY COVER IMMEDIATELY UPON COOLING USE CLEAN CONTAINERS
CRITICAL LIMITS	COOL TO 4 DEGREES C OR LESS IN 6 HOURS CONTAINERS TO BE COVERED AND CLEAN 2 HOURS - 60°C TO 21°C 4 HOURS - 21°C TO 4°C
MONITORING PROCEDURES	REGULARLY MONITOR FOOD TEMP AND TIME IN CONTAINER USE FOOD THERMOMETER TO CHECK TEMP WHILE COOLING VISUAL CHECK OF CLEANLINESS OF CONTAINERS AWARE OF "DANGER ZONE" TEMPS – BETWEEN 4-60 DEGREES C
CORRECTIVE ACTIONS	COOL FOODS BY USING SHALLOW CONTAINERS OR ICE BATHS AND STIR FREQUENTLY IF POSSIBLE DISCARD SPOILED FOODS WHEN NOT COOLED APPROPRIATELY WITHIN 2 HOURS COVER CONTAINERS
RECORDS	TEMPERATURE RECORD SHEET
COOLING LIQUIDS	USE SHALLOW METAL PAN FILL SINK WITH ICE & COLD WATER UP TO LEVEL OF FOOD STIR LIQUID OFTEN
SOFT THICK FOODS	USE SHALLOW METAL PAN SPREAD FOOD OUT AS SHALLOW AS POSSIBLE STIR FOOD OFTEN
HOT FOOD	COOL FAST - MEATS & HOT FOODS IN REFRIGERATOR CUT LARGE PORTIONS SMALL



## Purchasing

STAGE	PURCHASING by LANDSEA CAMP SERVICES See Purchasing Record Form
HAZARDS	RAW MATERIALS CONTAMINATED WITH: BACTERIA, TOXINS, CHEMICALS, GLASS, METAL, ETC
PREVENTIVE MEASURES	BUY FROM RELIABLE APPROVED SOURCES - SYSCO SYSCO HAS A FOOD SAFE PLAN IN OPERATION USE PROCESSED OR PASTEURIZED ALTERNATIVES NEVER SERVE THESE TYPES OF FOOD TO HIGH-RISK
CRITICAL LIMITS	PURCHASE FROM REPUTABLE SOURCES ENSURE ORDERING OF CORRECT PRODUCT
MONITORING PROCEDURES	INSPECT SUPPLIER PREMISES CHECK DOCUMENTATION CHECK GRADING STAMPS
CORRECTIVE ACTIONS	AVOID UNKNOWN UNQUALIFIED SUPPLIERS
RECORDS	RECORD OF APPROVED SUPPLIERS PURCHASING RECORD FORM

## Transportation and Receiving

STAGE	TRANSPORTATION AND RECEIVING OF FOODS AT LOADING DOCK FROM SYSCO VIA BANDSTRA See Frozen, Dry & Chilled Record Forms
HAZARDS	PRESENCE AND GROWTH OF HARMFUL BACTERIA DURING DELIVERY DAMAGED PACKAGING CONTAMINATION
PREVENTIVE MEASURES	CHECK ALL LABELS, TEMPS, CODES, STAMPS INSPECT PRODUCT, PACKAGING STORE PRODUCTS IN COOLER OR FREEZER ASAP REPUTABLE DELIVERY COMPANY
CRITICAL LIMITS	EXPIRY DATES PACKAGING WHOLE AND UNDAMAGED TEMPERATURE- Fresh between 1-4 Degrees C, Frozen below-18 Degrees C DELIVERY PERSON PROPER HYGIENE CLEAN VEHICLE
MONITORING PROCEDURES	CHECK EXPIRY AND HANDLING PROCEDURES VISUAL CHECK OF PACKAGING AND VEHICLES MEASURE TEMPS OF CHILLED AND FROZEN GOODS AWARE OF PHFs - See Appendix 1
CORRECTIVE ACTIONS	REJECT PRODUCT IF DAMAGED OR OUTSIDE TEMPERATURE CRITICAL LIMITS INFORM SUPPLIERS DISCUSS DELIVERY ISSUES WITH COMPANY CHANGE COMPANY IF NECESSARY DISCARD DAMAGED OR CONTAMINATED PRODUCT
RECORDS	INCOMING FOOD FORMS

# Food Delivery Record



**Unit Name:** \_\_\_\_\_

**Receiver checking delivery:** \_\_\_\_\_

**Other:** \_\_\_\_\_

**Vendor:** SYSCO

**Delivery Time:** \_\_\_\_\_

**Day:** Mon, Tue, Wed, Thu, Fri, Sat, Sun

**Date:** \_\_\_\_\_

**Refrigerated Food:**

**Product Temperatures?**

Acceptable

Unacceptable

**Frozen Food:**

**Product Temperatures?**

Acceptable

Unacceptable

**Package condition?**

Acceptable

Unacceptable

item	best before	item	best before
2% Milk		Bologna	
Skim Milk		Eggs-Shell	
Creamo		Eggs Hard-boil-Pail	
Chocolate Milk			
Honey Ham			
BF Ham			
Garlic Sausage			
Genoa Salami			

<b>Refrigerated Food Temperatures:</b>			
Eggs-Shell			
#1			
#2			
Fresh chicken			
<b>Frozen Food Temperatures:</b>			
Ice Cream			
IQF Chicken			
Chicken Fingers/Burgers			
<b>Spoiled/Damaged Products:</b>			
<b>Returns:</b>			

**This document needs to be signed of by a supervisor with in 24 hours of completion**

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

## Freezing

STAGE	FROZEN STORAGE - SYSCO, BANDSTRA and CAMP See Receiving Frozen Food Record Form
HAZARDS	GROWTH OF HARMFUL BACTERIA and PATHOGENS
PREVENTIVE MEASURES	STORE FROZEN FOOD IN FREEZER AT APPROPRIATE TEMP ARRANGE FOODS TO ALLOW AIR CIRCULATION
CRITICAL LIMITS	STORAGE UNIT(S) TEMP AT -18 DEGREES C OR BELOW
MONITORING PROCEDURES	CHECK TEMPS
CORRECTIVE ACTIONS	MOVE PRODUCT TO A WORKING FREEZER ADJUST OR REPAIR FREEZER REORGANIZE LAYOUT OF PRODUCTS, COOK ANY PRODUCT THAT HAS THAWED
RECORDS	TEMPERATURE RECORD FORM FOR FREEZERS

## Storage

STORAGE	<p>DRY STORAGE at CAMP</p> <p>See Receiving Dry Goods Record Form</p>
HAZARDS	<p>BACTERIAL GROWTH</p> <p>CROSS CONTAMINATION</p>
PREVENTIVE MEASURES	<p>DO NOT USE EXPIRED PRODUCT</p> <p>COVER FOODS AND SEPARATE FOOD TYPES</p> <p>CHECK PACKAGING</p> <p>PEST CONTROL</p> <p>CLEAN AND SANITIZE DRY STORAGE AREA</p>
CRITICAL LIMITS	<p>ALL FOODS TO DATED AND ROTATED (FIFO)</p> <p>ALL FOODS TO BE COVERED AND SEPARATED</p> <p>PACKAGING INTACT</p> <p>AREA TO BE CLEAN, DRY AND PEST PROOFED</p>
MONITORING PROCEDURES	<p>CHECK DATES</p> <p>VISUAL CHECK STORAGE CONDITIONS, PACKAGING</p> <p>CHECK PEST CONTROL RECORDS</p> <p>CHECK CLEANING RECORDS</p> <p>AWARE OF PHFS - See Appendix 1</p>
CORRECTIVE ACTIONS	<p>DATE FOODS</p> <p>COVER FOODS</p> <p>REORGANIZE LAYOUT OF FOODS</p> <p>EMPLOY PEST CONTROL COMPANY</p> <p>CLEAN AREA</p>
RECORDS	<p>PEST CONTROL RECORDS</p> <p>CLEANING RECORDS</p>

## Defrosting/Thawing

STAGE	DEFROSTING FROZEN PRODUCT AT CAMP
HAZARDS	CROSS CONTAMINATION FROM RAW AND COOKED FOODS GROWTH OF FOOD POISONING BACTERIA AND TOXINS DETERIORATION OF FOOD IN QUALITATIVE TERMS
EXAMPLE	FROZEN CHICKEN BREAST
PREVENTIVE MEASURES	REFRIGERATOR DEFROST AT TEMPERATURE 4 DEGREES C OR BELOW (PREFERRED METHOD) ENSURE ALL FOODS ARE COVERED OBSERVE NECESSARY DEFROSTING TIME BEFORE USAGE ENSURE FOOD IS THOROUGHLY DEFROSTED CHECK PRIOR TO COOKING SEPRERATE RAW AND COOKED PRODUCT
CRITICAL LIMITS	SEGREGATION OF RAW AND COOKED FOODS FOODS MUST BE COVERED OR WRAPPED AND DATED DEFROST IN COOLER ENSURE THOROUGH DEFROST THROUGHOUT FOOD
MONITORING PROCEDURES	CHECK TEMPERATURE OF DEFROSTING FOODS CHECK TEMPERATURE OF COOLER/AREA OF DEFROST CHECK THAT FOODS ARE PROPERLY SEPARATED AWARE OF "DANGER ZONE" TEMPS – BETWEEN 4-60 DEGREES C
CORRECTIVE ACTIONS	SEPARATE RAW AND COOKED FOODS MOVE DEFROSTING FOODS TO PROPERLY CHILLED AREA ENSURE APPROPRIATE AIR MOVEMENT FOR COOLING DISCARD PRODUCT THAT HAS BEEN ABOVE 4 DEGREES C FOR MORE THAN 2 HOURS
RECORDS	

## Refrigeration

STAGE	REFRIGERATED STORAGE at CAMP See Receiving Chilled Product Record Form
HAZARDS	GROWTH OF BACTERIA AND FORMATION OF TOXINS, CROSS CONTAMINATION
PREVENTIVE MEASURES	STORE CHILLED FOOD IN APPROPRIATE TEMPS ARRANGE FOOD TO ALLOW AIR CIRCULATION OBSERVE EXPIRY DATES (FIFO) DO NOT USE FOODS THAT APPEAR OR SMELL SPOILT COOKED AND RAW FOODS STORED SEPARATELY COVER ALL FOODS AND SEPARATE FOOD TYPES CLEAN REFRIGERATION AREA
CRITICAL LIMITS	STORAGE AT 4 DEGREES C OR BELOW ALL FOODS TO DATED AND ROTATED (FIFO) STORE COOKED FOODS ABOVE RAW FOODS ALL FOODS COVERED CLEAN REFRIGERATION AREA
MONITORING PROCEDURES	MEASURE STORAGE TEMPS DAILY CHECK DATES VISUAL CHECK FOOD QUALITY VISUAL CHECK STORAGE CONDITIONS DATE ALL FOODS AWARE OF "DANGER ZONE" TEMPS – BETWEEN 4-60 DEGREES C
CORRECTIVE ACTIONS	ADJUST OR REPAIR COOLER REORGANIZE LAYOUT DISCARD EXPIRED FOODS AND FOOD ABOVE 4 DEGREES C FOR MORE THAN 2 HOURS
RECORDS	TEMPERATURE RECORD FORM

**HACCP LOG : Refrigerators** (all temperatures in C)  
**ALL RECORDS MUST BE MAINTAINED FOR A MINIMUM OF 2 YEARS**



**Unit Name:** \_\_\_\_\_

Temperatures must be taken and recorded for each refrigerator prior to commencement of operation in the morning and during operation in the afternoon or evening

**Refrigerators must maintain temperature of between 0C and 4C**

**A Freezer must maintain temperature of -18C to -25C**

REFRIGERATOR	DATE				Corrective Action
	Time Taken				
	AM	PM	PM	AM	
	AM	PM	PM	AM	
<b>Time</b>					<b>Always Notify Supervisor</b>
Dry Goods					
Walk in Cooler 1 Front					
Walk in Cooler 1 Rear					
Walk in Cooler 2 Front					
Walk in Cooler 2 Rear					
Walk in Freezer 1					
Walk in Freezer 2					
Front Line Fridge					
Salad Cooler					
Sandwich cooler 1					
Probe Sandwich					
Sandwich cooler 2					
Probe Sandwich					
Sandwich cooler 3					
Probe Sandwich					
Small Fridge					
Milk Cooler 1					
Milk cooler 2					
Milk Cooler 3					
Ice Cream Freezer					
Dessert 1					
Dessert 2					
Initial					

**VERIFICATION: Signature of Management Person:** \_\_\_\_\_

**Date Verified :** \_\_\_\_/\_\_\_\_/\_\_\_\_

**This document needs to be signed of by a supervisor with in 24 hours of completion**

## Cooking and Reheating

STAGE	COOKING FOOD ITEMS at CAMP See Temperature Control Log
HAZARDS	SURVIVAL OF BACTERIA
EXAMPLE	DAILY SOUP
PREVENTIVE MEASURES	COOK FOOD THOROUGHLY
CRITICAL LIMITS	FOOD TEMPERATURE ABOVE 74 DEGREES C
MONITORING PROCEDURES	CHECK INTERNAL TEMPERATURE - See Appendix 4 VISUAL CHECK AVOID DANGER ZONE TEMPERATURES – BETWEEN 4-60 DEGREES C USE THERMOMETER FOR TEMPERATURE CHECK CHECK TEMPERATURE IN SEVERAL SPOTS
CORRECTIVE ACTIONS	DISCARD REHEATED FOOD NOT AT 60 DEGREES C WITHIN 2 HOURS
RECORDS	TEMPERATURE RECORD SHEET
STAGE	REHEATING FOOD ITEMS at CAMP
EXAMPLE	DAILY SOUP
HAZARDS	SURVIVAL OF BACTERIA
PREVENTIVE MEASURES	REHEAT FOOD THOROUGHLY, RAPID HEAT METHOD
CRITICAL LIMITS	FOOD TEMPERATURE ABOVE 74 DEGREES C, REHEAT LEFTOVERS ONLY ONCE
MONITORING PROCEDURES	CHECK INTERNAL TEMPERATURE - See Appendix 2 and 3 VISUAL CHECK AVOID DANGER ZONE TEMPERATURES - See Appendix 3 USE THERMOMETER FOR TEMPERATURE CHECK COOL UNCOVERED SEPARATE FROM RAW FOODS USING ICE BATH OR WAND DO NOT MIX LEFTOVERS WITH FRESH FOODS CHECK TEMPERATURE IN SEVERAL SPOTS
CORRECTIVE ACTIONS	CONTINUE REHEATING TO REQUIRED TEMP, DISCARD IF NOT 60 DEGREES C WITHIN 2 HOURS
RECORDS	TEMPERATURE RECORD SHEET

# End Point Cooking Temperature Log



Unit Name: \_\_\_\_\_

Product	Time	Temperature	Time	Temperature	Time	Temperature
---------	------	-------------	------	-------------	------	-------------

Date: \_\_\_\_\_

**Breakfast**

Bacon						
Sausage						
Ham						
Scrambled eggs						

**Lunch**


**Dinner**


**Sandwich**

Chicken Fingers						
Hamburger Pattie						
Chicken Burger						

Supervisors Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

**STANDARD End Point Cooking Temperatures:**

**Ground Meat & Meat Mixtures**

Beef Pork Veal Lamb	71 C/160 F
Turkey & Chicken	74 C/165 F

**Beef, Veal and Lamb**

Medium rare	63 C/145 F
Medium	71 C/160 F
Well Done	77 C/170 F

**Poultry**

Whole Chicken & Turkey	85 C/170 F
Poultry Parts	74 C/165 F
Duck & Goose	74 C/165 F
Stuffing (cooked alone or in bird)	74 C/165 F

**Fresh Pork**

medium	71 C/160 F
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**Ham**

Fresh (raw)	71 C/160 F
Pre-cooked re-heat	74 C/165 F

**Egg & Egg Dishes**

Egg dishes & casseroles	74 C/165 F
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**Seafood**

Fin Fish	70 C/158 F
Shrimp, Lobster & Crab	74 C/165 F
Scallops	74 C/165 F
Leftovers & Casseroles	74 C/165 F

This document needs to be signed of by a supervisor with in 24 hours of completion

## Preparation

STAGE	PREPARATION of FOOD ITEMS at CAMP See Food Production Record Form
HAZARDS	GROWTH OF BACTERIA AND HARMFUL TOXINS CROSS CONTAMINATION
PREVENTIVE MEASURES	WASH ALL FRESH PRODUCE LIMIT TIME THAT CHILLED FOOD IS OUTSIDE COOLER OBSERVE PROPER DEFROSTING PROCEDURE USE CLEAN UTENSILS AND CUTTING BOARDS TO AVOID CROSS CONTAMINATION WASH HANDS AT EACH DIFFERENT PREP STAGE
CRITICAL LIMITS	PRODUCE TO BE WASHED THOROUGHLY MAXIMUM TIME CHILLED FOOD HELD OVER 4 DEGREES C NO MORE THAN 2 HOURS FOOD ADEQUATELY THAWED PRIOR TO COOKING EQUIPMENT CLEAN AND IN GOOD REPAIR
MONITORING PROCEDURES	VISUAL CHECK MEASURE THAWING TEMPS OFTEN
CORRECTIVE ACTIONS	REWASH PRODUCE DISCARD SPOILED OR CONTAMINATED FOODS LEAVE FOOD TO THAW LONGER AT TEMPERATURE OF 4 DEGREES OR LESS USE SEPARATE UTENSILS AND CUTTING BOARDS FOR RAW AND COOKED
RECORDS	CORRECTIVE ACTION RECORD SHEET

## Hot Holding


STAGE	HOT HOLD See Food Production Record Form
HAZARDS	GROWTH OF BACTERIA AND/OR HARMFUL TOXINS CROSS CONTAMINATION
EXAMPLE	MASHED POTATOES
PREVENTIVE MEASURES	USE INSULATED CONTAINERS USE HEATED HOLDING SYSTEM (CHAFERS, ETC)
CRITICAL LIMITS	HOLD FOOD AT 60 DEGREES C OR OVER ALL CONTAINERS TO BE COVERED DO NOT USE HOT HOLD TO REHEAT COLD FOODS
MONITORING PROCEDURES	REGULARLY MONITOR FOOD TEMP IN CONTAINER VISUAL CHECK OF CLEANLINESS OF CONTAINERS AVOID DANGER ZONE TEMPERATURES - See Appendix 2
CORRECTIVE ACTIONS	READJUST OR MODIFY HOLDING SYSTEM DISCARD FOOD IF BELOW 63 DEGREES C FOR MORE THAN 2 HOURS COVER CONTAINERS
RECORDS	TEMPERATURE RECORD SHEET



# Lunch - Hot Holding Cabinet Temperature Log



Unit Name:

Time							Corrective Action		
Product									
Date:									
							Always Notify Supervisor		
Hot Box									
Hot Box Contents									

Supervisors Signature:

Date Verified:

**COLD HOLDING**

**STANDARD:**

Maintain cold food at 40F/4.0C or below.

**CORRECTIVE ACTION:**

Rapidly cool food that has been held above 40F/4.0C for 2 hours or less.

Discard food that has been held above 40F/4.0C for more than 2 hours.

**HOT HOLDING**

**STANDARD:**

Maintain hot food at 140F/60C or above.

**CORRECTIVE ACTION:**

Discard food that has been held below 140F/60C for more than 2 hours.

**This document needs to be signed of by a supervisor with in 24 hours of completion**

