

LandSea Camp & Catering Services

Missanabie Camp

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.

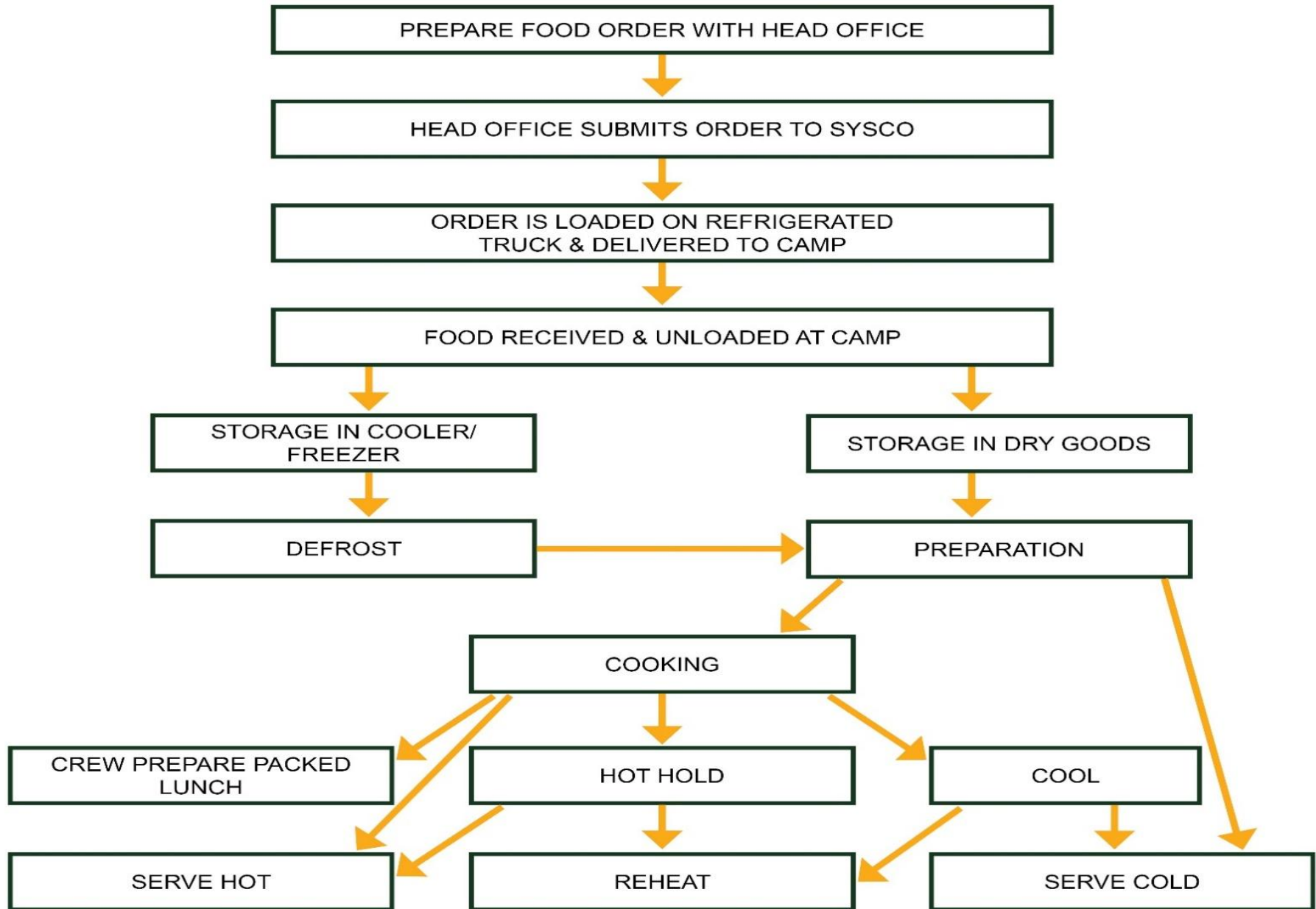
The goal of this Food Safety Manual is to provide you with a basic understanding of food safety. This will assist your manager, who is responsible for ensuring that you prepare and serve food safely. **A Food Safe card confirms that you have met the learning objectives in this manual.**

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



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.

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.

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.

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.

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.

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.

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.

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:

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 | | | |

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

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

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

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

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| 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 | | | | | | | | | |
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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

Dinner - Hot Holding Cabinet Temperature Log



Unit Name:

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