

Galley Checks: To be carried out every day that food is served

If any problems are found, take remedial action if possible, and email the Tea Bar Manager on teabar@hollowellsc.org.uk.

Name:		Date:		Signature:	
					Tick if complete
Turn on shore radio and do a radio check:					
Confirm that galley volunteers are well and not suffering from vomiting or diarrhoea:					
Clean Aprons Worn:					
Visual Vermin check:					
Clean surfaces with Antibacterial spray – Opening:					
Fridge Temperatures 0 – 5 °C					
Fridge 1 temperature:		Fridge2 Temperature:		Fridge 3 temperature:	
Freezer Temperature: -18 °C or below					
Freezer 1					
Confirm Food Separation in fridges for cooked or uncooked food:					
Allergen labelling of home-produced food (e.g cakes, pies, salads) to be served on that day and also those to be stored in freezer or fridge. Use labels provided:					
Temperature probe to be used for all hot food: Minimum of 70 °C					
Cold food: Maximum of 8 °C					
Record food type and temperature, comments and follow up temperature:					
Food type	Temperature	Comments/ Actions taken	Follow up temperature	Follow up temperature	
Confirm that all crockery, cutlery and cooking equipment has been washed in the dishwasher:					
Confirm that all bar glasses have been washed in the dishwasher:					
Clean surfaces with Antibacterial spray – Closing:					