**Food Preparation Record for Volunteer (Name: ……………………………………………………………………….)**

Please ensure that you include all relevant details in line with the Food Hygiene training that you have completed. If in doubt, document the details as more information is much better than too little.

If during any purchase or preparation there is an issue, please discard any food and start again to ensure complete compliance and protect our diners.

**Diner Name: ……………………………………………………………………………**

Food Items Purchased:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date / Time | Item | Details of Retailer | Expiry Date | Comments |
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Please retain any receipts to support the details on these records.

Food Items Produced / Made:

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| --- | --- | --- | --- | --- |
| Date / Time | Item | Method of Cooking | Temperature / Time of Cooking | Method of transport to diner inc packaging details |
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