

Catering Record Sheet – Functions at Ewhurst Baptist Church

Date of Event:

Numbers catered for:

Names and telephone Number of person/s catering:

1.



2.



3.



Food Hygiene certificated Person/s:

1.



2.



Date of purchased food:

Shop purchased from:

Date & Time of arrival at EBC:

Temperature of Fridge:

Menu

Make Notes:

Temperature of Fridge on arrival:

Cooking Temperatures:

Length of Cooking time:

List Probed Temperatures at serving:

Length of cooling time:

If reheating of food:

Reheating Time:

and temperature:

Organisations or Caterers using these premises:

Name & Telephone No: for contact:



Tips:

Wipe down all surfaces prior to use. Oven takes 20 -30 minutes to reach temperature.

If using prepared salads /'washed & ready to eat'. All must be washed in running water.

Attach all shop receipts.

Pre set up:

Post clean down:

