



Los Angeles Unified School District
Food Services Division



Incident Log

Name:	Employee #:	Classification:
Date:	Probationary: When did the employee start?:	
School Name:	Cafeteria Phone #:	
Cafeteria Manager:	Area Supervisor:	

Has the employee previously received any of the following: counseling, reprimand letter, U-notice?

- ☐ Yes: Please indicate date(s): _____ and attach copies of the document(s).
☐ No
☐ Unknown

Type of Incident:

<input type="checkbox"/> Drug or Alcohol Use	<input type="checkbox"/> Theft	<input type="checkbox"/> Rude, Discourteous Behavior
<input type="checkbox"/> Insubordination	<input type="checkbox"/> Fight	<input type="checkbox"/> Dereliction of Duties
<input type="checkbox"/> Other: _____		

State what occurred using SPECIFIED DETAILS (what did the employee do or fail to do, who was involved, when did it occur).

On _____ (date/time), _____ (employee name) failed to complete the temperature log.
Temperature logs must be completed as required.

Hot items must have the temperature taken and logged into the temperature log when:

- 1) Taking it out of the oven and placing it into the warmer.
- 2) From the warmer and prior to serving.
- 3) At the end of the meal service if you have leftovers.

If the temperature is not in the correct zone, an action plan must be noted on the log.

Please refer to the sample Temperature Log attached.

Employee submitted a written statement: ☐ Yes ☐ No

Manager's Signature: _____ Date: _____

By my signature below, I certify that I have received a copy.

Employee's Signature: _____ Date: _____

If there were witnesses, list the name(s) and attach copies of their WRITTEN STATEMENTS.

1	4
2	5
3	6

*Use additional sheets if necessary.

**Obtain employee's signature when you counsel employee about the incident(s)

DATE: September 22, 2008SCHOOL: ABC Elem. SchoolAREA Serving Line
(Serving Line, Window etc.)

Milk Temperature Beginning of Breakfast	Time	Unit Number and Location	Corrective Action	Initial
39°	6:59 a.m.	#3, serving line	None	LB

Potentially Hazardous Foods		Food Temp from Oven or Stove			Food Temp from Hot or ¹ Cold Holding Unit at Start of Service			Food Temp at the End of Service			Corrective Action
		Time	Temp	Initial	Time	Temp	Initial	Time	Temp	Initial	
Beef Sausage Patty	Batch #1	6:50	145° F	LB	7:05	160° F	LB	-----	-----	LB	Returned to oven for 6 min. until temp. reached 160° F
		6:56	163° F	LB							No leftovers.
	Batch #2	7:20	165° F	LB	7:35	162° F	LB	7:58	135° F	LB	Discarded leftovers
	Batch #3										
Vegetarian Italian Bagel	Batch #1	6:52	161° F	LB	7:06	160° F	LB	-----	-----	LB	No leftovers.
	Batch #2	7:20	166° F	LB	7:33	161° F	LB	7:58	132° F	LB	Discarded leftovers
	Batch #3										

¹ "Cold Holding Unit" = Refrigerator/Cold MerchandiserJane Smith

Signature of Cafeteria Manager

Signature certifies that the information on the Temperature Log is true,
correct and in accordance with Food Services policies and procedures.

DATE: September 22, 2008SCHOOL: ABC Elem. SchoolAREA Serving Line
(Serving Line, Window etc.)

Potentially Hazardous Foods		Food Temp from Oven or Stove			Food Temp from Hot or ¹ Cold Holding Unit at Start of Service			Food Temp at the End of Service			Corrective Action
		Time	Temp	Initial	Time	Temp	Initial	Time	Temp	Initial	
Mini Sausage Roll	Batch #1	6:55	160° F	LB	7:04	157° F	LB	-----	-----	LB	Placed back in oven and reheated to 160° F.
					7:10	163° F	LB				No leftovers.
	Batch #2	7:18	166° F	LB	7:30	163° F	LB	7:58	138° F	LB	Discarded leftovers
	Batch #3										
Red Apple Slices	Batch #1				7:02	37° F	LB	7:25	39° F	LB	Placed back in refrigerator.
	Batch #2				7:30	38° F	LB	7:57	45° F	LB	Discarded leftovers
	Batch #3										

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Signature of Cafeteria Manager

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