**餐飲業管理衛生人員每日職責紀錄表**

店名：　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　年　　　月

| **檢查項目／日期** | | | | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** | **17** | **18** | **19** | **20** | **21** | **22** | **23** | **24** | **25** | **26** | **27** | **28** | **29** | **30** | **31** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **員工個人衛生** | 營業前 | **1** | **穿戴整潔的工作衣帽，手部保持清潔及配戴口罩。** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2** | **留指甲、塗指甲油、佩帶手飾及手部有傷口者須戴手套防護並消毒。** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **食品衛生管理** | 營業前 | **1** | **刀具、砧板生熟食分開用，無生鏽；器具、容器要乾淨和乾燥。** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2** | **食品、器具及餐盒（碗）包材，有防塵覆蓋，沒有直接放地上。** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **3** | **已檢查食材、調味料等無過期。** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **烹調** | 營業前 | **1** | **冷藏庫維持在0℃～7℃、**  **冷凍庫顯示於－18℃以下。** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

| **檢查項目／日期** | | | | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** | **17** | **18** | **19** | **20** | **21** | **22** | **23** | **24** | **25** | **26** | **27** | **28** | **29** | **30** | **31** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **作業場所衛生** | 營業後 | **2** | **地面已清潔、排水無積垢，雜物不堆積。** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **3** | **工作檯面保持整潔、不納垢。** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **4** | **冰箱冷藏與冷凍食品已覆蓋或包覆，庫內已除霜、保持乾淨清潔。** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **其他**  **(自行)** | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 備註 | ※每日至少檢查1次，符合者打「√」，不符合者立即改善並確認劃「○」。請留存供衛生單位檢查。  ※以上資料可以依據實務面作適度的調整。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

**管理衛生人員**簽章：

食安知識小分享：

1. 不潔的工作衣帽及手錶和首飾是傳播細菌的溫床；戴口罩遮口鼻、工作前洗手及包裹傷口可防止細菌傳播到食物唷！
2. 食材覆蓋或包裝不完整易引入異物、落塵或細菌；生鏽、不潔刀具砧板與器具或生熟食混用易孳生細菌造成污染哦～
3. 過期食材及冷凍冷藏庫溫度失控易有病原菌或腐敗之危險，要及早發現並改善！
4. 地面、排水溝、工作檯面與冰箱結霜易藏汙納垢，經常清理整頓可保食物安全～