Food Safety and Administration

The rules Analog has to adhere to continue operating

- General Hygiene
- Receiving Goods
- Shift reports

General Hygiene

Keeping Analog looking nice and clean makes it a better place to work. Here are a few tips on how to work tidy on your shifts. Though it should not be the main motivation, once in a while Analog gets a visit from the Danish Food Administration, and these are exactly the things they look out for. If they arrive to a messy café, we will get marks for that.

Here are the best ways of keeping the kitchen nice and tidy

- Keep a cloth handy
- Clean as you go
- Wash your hands
- Empty the trash

Receiving Goods

Whenever we receive foodstuffs, we have to document it in our 'egenkontrol'. This is done through the Received Goods formula on the iPad. As a Barista, you will mostly be concerned with logging receiving milk. It is the Storage Manager's responsibility to log coffee, cups, and other received goods.

For a complete list of suppliers, see the Storage Manager's Handbook.

Receiving milk

Milk is delivered to us by AB Catering. We order milk on the basis of when we need it, so deliveries can occur Monday through Friday. The driver is scheduled to be in Analog between 10-12, but in practice this is most often at 9.

There are four steps to receiving milk:

1. **Bring the milk crates**
   Bring the empty milk crates from last delivery and place them by the entrance to Analog. The delivery driver will take them with him. They should be under the table by the self-service station, or outside the door to storage.
2. **Receive the milk**
   The new milk will be dropped off by the door. We have to transport it to the storage and fill the fridge. Before stocking the fridge, bring as much "old" milk as possible to the kitchen. That way we avoid mixing the dates, and use the "first in, first out" principle. We are developing some signage that can tell from which shelf to grab milk from first.
3. **Measure the temperature**
   With the probe thermometer, measure the temperature of a random carton of milk. The temperature should be between 1-5 °C
4. **Fill out a "Received Goods" report**Find a link to the form on the iPad. Below is a guide on how to fill out the form. For this, you need to save the delivery note given to you by the delivery driver.

Filling out the form

This is the most important step. It is a requirement from the authorities that we have to log whenever we receive foodstuffs. Therefore we have to fill out this form. If the packaging, expiry date, and milk temperature is okay, the "Error Handling" section will disappear. If not, you should take appropriate action.

More often than not, you will select "Goods evaluated and used immediately". What this means is that if it is 32 °C outside, and the milk temperature is just above 5 °C, then you have identified the reason why the temperature reading is off. Quickly put the milk in the fridge, and all is well.

Finally, upload a picture of the delivery note. On the iPad, you can choose to take a picture by clicking the "upload" button. When you have successfully sent the form, the delivery note can be thrown out.

Below is a picture of the form:

Received Goods 2021 (Baristas) ABK

Fill out when Analog is receiving goods.

ITU initials *

Date *

01/11/2021

What are you receiving?

⦿ Milk from AB Catering　　○ Milk from Føtex　　○ Other supplier

Milk

Received items

Sødmælk (Whole milk)

0

Skummetmælk (Skimmed milk)

0

Did you receive plant milk?

○ Yes　⦿ No

Other items?

Optional. Sugar, cocoa etc.

List quantity and product

Please check the following

☐ The packaging is intact and undamaged

☐ The expiry date is OK

Milk Temperature *

Did you measure the temperature using the probe thermometer? *

○ Yes　⦿ No

Error Handling

⚠️

You have marked that the received goods are violating the Food Administration guidelines. Evaluate the product carefully and document what action you took.

If you are in doubt of which action to take - talk with the Kitchen Managers or Board.

What action did you take? *

○ Goods evaluated and used immidiately

○ Goods returned

○ Goods destroyed

○ Supplier contacted

○ Other (Specify in comment)

Comments

Take a picture of the delivery note or receipt *

[Upload] or drag files here.

Comments

[Send]

Shift reports