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| 附件1 | | | | | | |
| 学校（幼儿园）食堂营养餐（或免费就餐）入库台账登记表 | | | | | | |
| 产品名称 | 数量 | 单位 | 生产日期 | 检验、检查、检疫信息 | 入库日期 | 备注 |
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| 负责人签字： 食品安全管理员签字： 库管签字： | | | | | | |

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| 附件2 | | | | | |
| 学校（幼儿园）食堂营养餐（或免费就餐）出库台账登记表 | | | | | |
| 产品名称 | 数量 | 单位 | 生产日期 | 出库日期 | 备注 |
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| 负责人签字： 库管签字： 领取人签字： | | | | | |

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| 附件3 |  |  |  |  |  |  |  |  |  |  |  |
| 中小学（幼儿园）校长陪餐登记表 | | | | | | | | | | | |
| 陪餐时间： 年 月 日 餐 陪餐人签字： | | | | | | | | | | | |
| 主副食品名称 | 主副食评价： | | | 类别 | 综合评价 | | | 类别 | 学生满意度评价 | | |
| 满意：1 一般：2 不满意：3 | | |
| 外观 | 味道 | 卫生 | 好 | 一般 | 差 | 好 | 一般 | 差 |
|  |  |  |  | 餐厅卫生 |  |  |  | 学生用餐秩序 |  |  |  |
|  |  |  |  | 操作间卫生 |  |  |  | 对菜品满意度 |  |  |  |
|  |  |  |  | 工作人员卫生 |  |  |  | 饭菜剩余情况 |  |  |  |
|  |  |  |  | 设备情况 |  |  |  | 其他情况 |  |  |  |
|  |  |  |  | 留样制度情况 |  |  |  |  |  |  |  |
|  |  |  |  | 餐厨垃圾处理 |  |  |  |  |  |  |  |
|  |  |  |  | 其他情况 |  |  |  |  |  |  |  |
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| 陪餐人员发现的问题 | | | | 陪餐人员的整改意见 | | | | 学生的意见建议 | | | |
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| 注：中小学（幼儿园）可根据实际情况自行调整 | | | | | | | | | | | |

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| 附件4 |  |  |  |  |  |  |  |  |  |  |  |  |
| 学校（幼儿园）食堂从业人员晨检登记表 | | | | | | | | | | | | |
| 姓名 | 性别 | 体温 | 身体健康状况 | | | | | 个人卫生情况 | | 着装情况 | | 检查人 |
| 有无感冒 发烧 | 有无咳嗽 症状 | 有无呕吐 腹泻 | 皮肤有无 创伤 | 有无其他 传染性疾病 | 有无留 长指甲 | 有无戴 首饰 | 是否穿 工作服 上岗 | 是否戴 工作帽 上岗 |
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| 附件5 | | | | | | |
| 学生每餐就餐情况登记表 | | | | | | |
| 序号 | 日期 | 年级 | 班别 | 未就餐学生姓名 | 未就餐原因 | 班主任签字 |
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| 合计 | 应就餐人数总和： | | | 未就餐人数总和： | 实际就餐人数总和： | |
| 分管领导签字： 食堂负责人签字： | | | | | | |