

Linh Nguyen
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MEMORANDUM 3

URGENT

To: All Kitchen Staff
From: Kitchen Manager
Ref: JOH/08
Date: 7th October 2010

SANDWICH TOASTERS

It has come to my notice that some staff members are not complying with regulations regarding the use of toasters.

I attach a copy of the relevant extract from our procedures manual. I wish to bring the following sentence to your particular attention:

‘When removing bread or sandwiches from toasters use the plastic spatulas provided; never use metal implements such as knives or forks.’

In the interest of safety it is important that all staff comply with this instruction.

Enc

Copy to J Dillon
P Walsh
File