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# Administration Restaurants & Food Service Vendor Risk Assessment

**FICTIONAL EXAMPLE FOR ILLUSTRATION. NAMES, ADDRESSES AND NUMBERS ARE INVENTED.**

Assess the current situation, identify gaps and prioritize practical actions. Support ratings with observations rather than assumptions.

## Contact and reference

**Organization using this document**
Maple Street Community Center

**Your name or contact reference ***
Alex Rivera

**Email for a reply if needed**
alex.rivera@example.com

## Information for this document

**Area or process being assessed ***
Covers the weekend youth program at the main hall from 1 to 14 November, including set-up and clean-up.

**Current situation and evidence ***
Photos of the entrance (3), the November sign-in sheets and the maintenance ticket MT-2026-0142.

**Desired outcome or standard ***
Reach more local families this year and support a youth reading program with visible community results.

**Most important gap or concern ***
(Free-text answer - not filled in for this example)

**Likelihood of the concern occurring ***
Medium

**Potential impact ***
Limited

**Recommended action and owner ***
Replaced the faulty door latch on 14 November; next review of the entrance checklist is due 1 December.

**Next review date**
November 14, 2026

## Specific details

### Vendor service and operational dependency

Complete when relevant to this request.

Operations

### Evidence of reliability continuity information handling and open issues

Photos of the entrance (3), the November sign-in sheets and the maintenance ticket MT-2026-0142.

## Operating context

### Venue service period or order reference

Complete when relevant to this request.

November 14, 2026

### Guest counts menu handling delivery and dietary arrangements

Vegetarian; mild peanut allergy.

## Team specific details

### Administrative record owner or reference

Complete when relevant to this request.

Operations

### Filing handover and record handling requirements

(Free-text answer - not filled in for this example)

## Limitations and what needs setup

- Submitting the form records the answers in your workspace. It does not approve, schedule, charge or reply on its own unless you add that step to the workflow.
- Email notifications, approval routing, document generation and connections to other systems are available but not switched on until you configure them.

### Want help tailoring this form? Free, Starter and Pro include five personal setup sessions, up to 30 minutes each, per new organization.

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