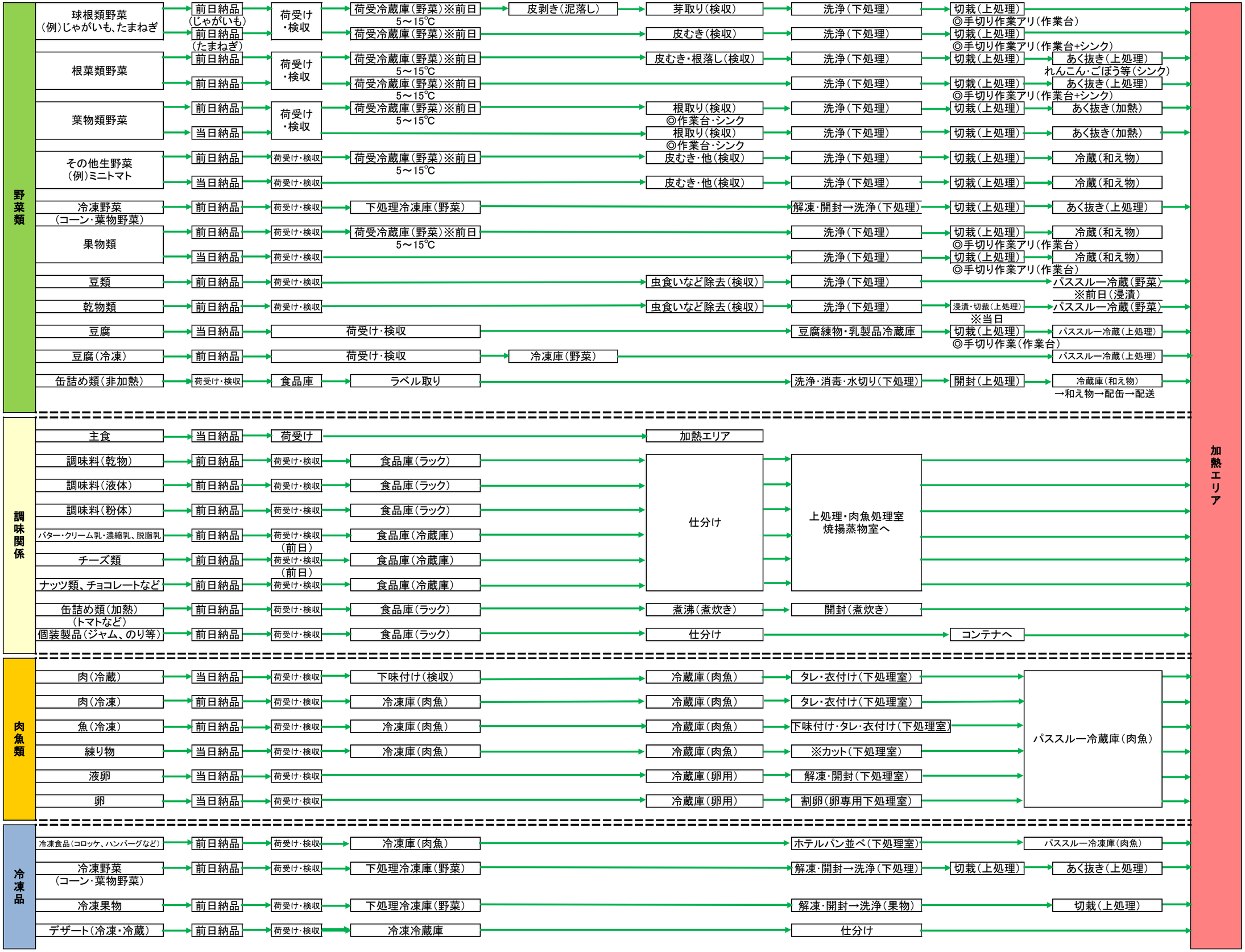別紙10　食材調達・検収・調理の工程