

Something Different Grill



BASIC TRAINING: PREP

August 2023 updated.

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Table of Contents

SAFETY POLICIES AND PROCEDURES

MAJOR CAUSE OF FOOD BORNE ILLNESS

- Always wash your hands after you
- Only Use Sanitized Equipment and Table Surfaces
- Avoid Cross Contamination from One Food Item To Another
- Store Foods and Equipment Properly
- When Cleaning Stationary Equipment

PREVENTING FALLS

PREVENTING ELECTRIC SHOCK

LIFT PROPERLY

- Moving A Cart Properly:

PREVENTING CUTS

- Preventing Burns
- Preventing Fires
- Safe Chemical Handling

READING THE MSDS (MATERIAL SAFETY DATA SHEETS)

TRAINING OUTLINE

Safety Policies and Procedures

One of our primary goals at *Something Different Grill* is to operate a sanitary, accident-free restaurant. A safe restaurant takes teamwork and effort on everyone's part. Everyone who works with cleaning chemicals will receive training on the use of those products and will be tested following the guidelines of OSHA Hazard Communication Standard, Title 29 Code of Federal regulations 1910.1200.

Safety meetings will also be used to review information presented from the initial training, and a safety representative will be selected for the Employee Associate Board of Directors. The management's role is to provide the daily monitoring of safe work practice developed from these meetings.

Whenever you see a potential hazard, or something you notice as unsafe, notify the manager immediately.

Here is a list of guidelines to follow for safety and sanitation along with your training schedule:

MAJOR CAUSE OF FOOD BORNE ILLNESS:

- Food left in the danger zone of 40° to 140° for four or more hours. Keep all foods out of the danger zone of 40° to 140°.
- Keep hot foods hot, and cold foods cold.
- Handle food quickly during delivery and put refrigerated and frozen foods away as soon as possible.
- Sloppy personal hygiene habits will not be tolerated.
- Do not prepare food for a day or more before serving.
- Do not serve food that is not completely cooked.
- Thaw foods in refrigerator, microwave, or under cold running water for not more than 2 hours, followed immediately by preparation or refrigerate.

ALWAYS WASH YOUR HANDS AFTER YOU:

- Smoke, eat, use the restroom; touch money, raw foods, or your face, hair, or skin; cough, sneeze, or blow your nose.
- Comb your hair, handle anything dirty.

- Before and after taking a break

AVOID PREPARING FOOD IN ADVANCE, UNLESS ABSOLUTELY NECESSARY.

INSPECT FOODS THOROUGHLY FOR FRESHNESS AND WHOLESOMENESS UPON RECEIPT, COOKING, AND SERVING.

ONLY USE SANITIZED EQUIPMENT AND TABLE SURFACES.

DISPOSE OF WASTE PROPERLY:

- Take garbage out frequently.
- Keep garbage areas clean and sealed.
- Clean and sanitize garbage cans regularly.
- Store soiled linen in a laundry bag or non-absorbing container.

KEEP INSECTS AND ANIMALS OUT BY:

- Keeping doors closed.
- Taking garbage out frequently and keeping garbage areas clean.
- Report any holes where an animal can enter.
- Do not provide a free meal for any animals.

HANDLE ICE AND TABLEWARE PROPERLY:

- Use clean scoops or tongs to pick up ice, do not use hands or glass.
- Store scoops or tongs in a clean container, not in ice.
- Do not store any food or beverage in the ice.
- Avoid touching food contact surface with dishes, utensils, etc.

AVOID CROSS CONTAMINATION FROM ONE FOOD ITEM TO ANOTHER:

- Keep separate cutting boards for raw and cooked foods.
- Never mix leftovers with fresh food.
- Store fresh raw meats, poultry, and fish on lowest racks.

- Sanitize thermometers after each use.
- When thawing raw foods in the refrigerator, place them on the lowest shelf.

STORE FOODS AND EQUIPMENT PROPERLY:

- Cover, label, and date foods in storage.
- Do not store food in open cans.
- Store new foods behind old ones.
- Store food off the floor and away from the wall.
- Check the temperatures of refrigerators and freezers daily.
- Defrost freezers as necessary. Frost build up causes freezers to warm up.
- Dry goods and storage areas should be cool and dry for good storage.
- Do not store food or equipment under exposed server lines.
- Keep storage areas clean.
- Store all equipment so that dust cannot settle on it.
- Store chemicals and pesticides separately from food.

WHEN CLEANING STATIONARY EQUIPMENT:

- Unplug equipment, make sure hands are dry.
- Disassemble.
- Wash removable parts in dish machine, or three-compartment sink.
- Wash and rinse stationary parts.
- Sanitize food contact surfaces with sanitizer.
- Air dry before reassembling, without touching food contact surfaces.

PREVENTING FALLS:

- Wipe up spills immediately.
- Use "wet floor" signs.
- Wear shoes with non-skid soles and heels.
- Keep the aisles and stairs clear.
- Walk, do not run.

- Follow established traffic patterns.
- Do not carry anything that blocks your vision.
- Keep drawers closed.
- Use ladders properly; never use chairs, tables, or boxes. Do not stand on top of ladder, and do not overreach.
- Use handrails on stairs.
- Turn lights on to see.

PREVENTING ELECTRIC SHOCK:

- Never touch electrical equipment with wet hands, or while standing in water.
- Unplug equipment before cleaning or disassembling, to avoid shock.
- Do not yank plugs out with cord. This can cause damage to the cords, which may then cause shocks.
- Report damaged and worn plugs and cords to your supervisor.

LIFT PROPERLY:

- Plan it. Do you need help? Could you use a cart? Where is it going? Which route is best?
- Get ready. Spread feet apart, shoulder width. Put one foot slightly in front of the other for a good support base. Squat down with back straight and head up. Do not bend over from the waist! Grip the object firmly with both hands. Keep elbows and arms close to body. Tuck in chin. If lifting a tray, squat down alongside the tray and slide the tray onto your shoulder and hand.
- Lift it! Straighten your knees slowly and smoothly to a stand. Avoid doing this in a quick or jerky manner. Do not lift and twist at the same time.
- Move it! Keep objects close to you. To change position, move your feet and entire body. Do not twist from the waist. Look where you are going and call out "coming through" as needed.
- Set it down! Bend your knees slowly and smoothly. Slide load into place; watch your fingers and toes.

MOVING A CART PROPERLY:

- Push rather than pull.
- Spread feet wide, one in front of the other with your front knee bent.

- Keep back straight.
- Slowly push into the cart with your body weight, using your leg muscles to do much of the pushing.
- Push slowly and smoothly. Avoid sudden motions or twisting your back.

PREVENTING CUTS:

- Know how to operate equipment.
- Pay attention when using sharp equipment. Never touch the edges of sharp blades.
- Use cutting gloves ALWAYS when using a knife or sharp tools.
- Use tampers to push food into equipment.
- Turn equipment off before adjusting.
- No loose sleeves, ties, or dangling jewelry should be by equipment.
- Use knives carefully.
- Carry dishes and glassware carefully.
- Sweep up broken glass; do not use your hands.
- Use a special container to dispose of broken glass, dishes, and other sharp objects.
- Remove can lids entirely from cans, then dispose of them.

PREVENTING BURNS:

- Pay attention when working around hot equipment.
- Use dry potholders.
- Keep pot handles turned in from the edge of the range and open flames.
- Avoid overfilling containers with hot foods.
- Get help lifting heavy pots of hot foods.
- Open lids of pots and doors of steamers away from you, and do so slowly, to avoid a steam burn.
- Stir food with long-handled spoons.
- Warn others of hot surfaces.
- Let equipment cool before cleaning, and do not use wet rags.
- Do not put icy frozen foods into the fryer. Put food slowly into the fryer and stand back to avoid being splattered.

- Strike match before turning on gas equipment, to avoid a flare-up.
- Wear closed-toe and closed-heel shoes that do not absorb liquids.
- Warn guests of hot dishes.

PREVENTING FIRES:

- Smoke only where allowed.
- Do not turn your back on hot fat, as it may burst into flames.
- Keep equipment and hoods from grease build up because grease causes many food service fires.
- Do not set the fryer at too high a temperature.
- Store matches in a covered container, away from heat.
- Keep garbage in covered container, away from heat.
- Store chemicals away from heat because many chemicals are flammable.



SAFE CHEMICAL HANDLING:

- Do know where the material safety data sheets are posted and read them.
- Do read the labels of all products before you use them.
- Do follow the directions for proper storage, handling, and use for all chemicals you use.
- Do ask your supervisor any questions or concerns you may have about using a certain product.
- Do know how to call for medical help, in case of an emergency.
- Do not ever mix chemicals together.
- Do not store chemicals in unmarked containers.
- Do not store chemicals in or close to food storage, preparation, or serving areas.
- Do not leave aerosol spray containers near heat or spray close to an open flame.
- Do not dispose of any empty chemical container until you have checked on the label for how to do so.

READING THE MSDS (MATERIAL SAFETY DATA SHEETS):

- Read product name.
- Fire hazard - explains if the product can catch fire or explode.

- Health hazards - explains effects of over exposure and first aid procedures.
- Spill precautions - explains steps to take in case of spills.
- Special protection - describes any special measures, such as goggles and rubber gloves, used to decrease exposure and risk.

READING PRODUCT LABELS:

- Read name.
- Physical and health hazards.
- Instructions for storing, handling, and use.
- Instructions on what to do in case of an emergency.

DAY 1:

Goals:

1. Ensure team members are aware of all uses of technology and how to take full advantage of 7-shifts for scheduling.
2. General Walk through of entire restaurant with focus on:
 - a. Prep area
 - b. Cooling Equipment
 - c. Cooking Equipment (Grill, Rice Cooker, Unox (Ovens), Fryers
 - d. Description of each position in Kitchen.
 - e. Tools needed to prep items. (Knives, cutters, sinks, can opener, Measuring utensils.
3. RECIPE BOOK USAGE
4. Learn proper use of the recipe book. Ensure they understand this is always used. Even if the team member has been there for years.
5. Learn how to read the prep list.
6. Learn prep processes involving chicken, battering, and portioning.
7. Shadow Trainer the entire shift.
8. What is a prep list? What are Pars? What does it mean to complete an item?
9. What are the proper temps for hot products and cold products?
10. Learn how to batter Cheese Sticks.
11. Learn how to defrost frozen products properly.
12. Learn how to portion products. Fries, chicken, beef, etc.
13. How to store all prepped products? Containers, place in kitchen.
14. Cover the use of Cutting Gloves.
15. Cover cleaning and sanitizing areas and discuss the importance of cross-contamination.

DAY 2 AND DAY 3:

GOALS:

1. Learn how to properly make all sauces.
2. Learn how to properly prepare all other meat products.

OBJECTIVES/TASKS FOR THE DAY:

1. The trainer will go over equipment that is necessary for making sauces and preparing meat, i.e., rice cookers, mixer, and stove tops/warmers.
2. The trainer will cover how to make the following from the Recipe Book:
 - a. Marinara
 - b. Spaghetti Sauce
 - c. Alfredo Sauce
 - d. Taco Meat
 - e. Ground Beef for Sauces and Soups
 - f. How to cut Ham
 - g. How to cook grilled Beef and grilled Chicken following all procedures and timers.
3. The trainer will cover how to cut ham.
4. Introduction to battering for all products.
5. Training on how to make Johnny Bites.
6. The trainer will cover proper cleaning and storage of all small wares used to prepare these items.
7. New Team Member will also help in the preparation of items that were learned in day one.

TIPS TO BE A GREAT GRILL COOK:

1. Time Management
2. Active Listening for Call Outs
3. Proper Temperature of Grill
4. Proper use of tools for the job
5. Active use of Timers for ALL Products
6. High standard of quality for all products produced.

DAY 4:

GOALS:

1. Learn to prepare all vegetables and tomatoes.
2. Learn to fill out the prep sheet.

OBJECTIVES/TASKS FOR THE DAY:

1. Complete training on Robot Coupe and blade usage and care.
 - a. How to set up.
 - b. What blades to use.
 - c. How to operate safely.
 - d. How to disassemble and clean.
2. Show team member how to properly prepare and cut into final product:
 - a. Romaine Lettuce
 - b. Iceberg Lettuce
 - c. Mixed Lettuce
 - d. Cabbage
 - e. Tomatoes
 - f. Cucumbers
 - g. Red Onions
 - h. Cheddar Cheese
 - i. Jack Cheese
 - j. Mixed Cheese
 - k. Strawberries (wash and remove stems)
3. Team Member will also help in the preparation of items that were learned in the first three days.

Day 5:

Review all aspects of the prep position.

Final review of the following:

1. Recipe Book Usage
2. Safety guidelines with emphasis on cutting gloves and hot material.
3. Introduction to UNOX ovens if necessary.
4. Review prep sheet and pars.
5. Review follow-up procedures for continued training and becoming an expert level team member.