

FUZZY'S



TACO SHOP

**LINE COOK
TRAINING GUIDE**



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WELCOME TO THE EXCITING WORLD OF FUZZY'S !!!

You have been chosen to become one of this taco family's many faces! As a Line Cook, you are the HEART of the restaurant! You have the privilege of cooking for hundreds of new people every day, and showing them how YOUR Fuzzy's Taco Shop is their new favorite destination for all their friends and family.

Here at Fuzzy's, our goal is to provide quality food at a great value, while creating a memorable experience for our loyal Fuzzy's Taco Shop followers. This guide is going to make your time at Fuzzy's smooth, exciting, and unlike any other job you may have previously held. Even if you've worked in another restaurant, you have never experienced anything like what Fuzzy's brings to the table for you and its guests.

This company is fast-paced with a casual presence that the people can't get enough of. You'll take pride in what you serve and find satisfaction in knowing that those guests will return again and again.

In this manual you will find your job description as a Line Cook, what we expect from you, the procedures of working in the Fuzzy's kitchen, guidelines to help maintain a safe and healthy kitchen environment, opening/ closing duties, answers to any questions you may have about anything Fuzzy's, and much more!

Be polite, listen, and remember the guest isn't always right, but NEVER wrong. Keep your head up and work hard, and we, the Fuzzy's family, will take care of you as long as you take care of us. We chose you because we see something in you, something...Fuzzy. So follow this guide, have faith in your abilities, and let your personality shine!

Success is in YOU!



FUZZY'S 101

THE FUZZY'S NAME

Where did the Fuzzy's Taco Shop name come from? Who is this "Fuzzy" person? And why on earth would he/she choose to focus their attention on creating "Fuzzy Tacos?"

In truth, there are many theories pertaining to the name Fuzzy. Some say it was the nickname of the chef and owner of the original Fuzzy's Taco Shop next to Texas Christian University (TCU), in Fort Worth Texas. TCU students may tell you that the name comes from students stumbling in to the original location after a long night of partying, unable to see clearly, craving those tacos that look so "Fuzzy." Still others believe that the name itself is rooted in pure innuendo.

Fuzzy's is a place where friends and family can gather for lunch, dinner, happy hour, birthday/holiday parties, before or after sporting events, or to just hang out and watch your favorite team on TV. It's the type of place that can be, much like the popular 80's sitcom Cheers, where everyone knows your name. And while the food and service are consistent in every Fuzzy's, each location is different enough, whether in decoration or community vibe, to ensure that every Fuzzy's location speaks to each guest individually.

While we may never know exactly where the name "Fuzzy" came from, one thing is certain; that Fuzzy's is for everyone. As such, everyone is Fuzzy.

So, who is the "Fuzzy" in Fuzzy's Taco Shop? YOU ARE!!

THE HISTORY OF FUZZY'S TACO SHOP

In 2003, after only 2 years of operation, the original Fuzzy's Taco Shop owned by local Dallas/Fort Worth chef Paul Willis, went up for sale. The 1800 square foot store had slowly been making a name for itself with its unique food offerings, but was poorly run. Seeing the "Diamond in the Rough" potential, a local restaurateur purchased the business.

Utilizing a "hands on" ownership approach, a plan was formulated, focusing on the following ideals the store needed to succeed:

- Recipe/Portion Control
- Established, maintained operational day-to-day systems
- An outgoing, welcoming, friendly staff
- Motivated Management, ready to come to work EVERYDAY
- Emphasis on treating customers as "Guests."

After a week of restructuring and hiring, Fuzzy's reopened the doors with great ambition. The results were almost immediate. The commitment to flavorful food, fair price, and fun atmosphere, brought about a steady sales increase which resulted in immediate profits. Sales continued to grow year after year, and with this success, came the ability to open additional locations in the Dallas/Fort Worth area.



In 2005, with the addition of Mel Knight to the ownership team, Fuzzy's Taco Shop opened their second location on Race Street in Fort Worth Texas. As word of Fuzzy's success continued to spread, many friends in the restaurant business were beginning to take notice. After the opening of the third location in Denton TX in 2007, the future was clear for Fuzzy's Taco Shop. Fuzzy's would become a Franchise opportunity.

In 2009, Clint Bixler and Eddie White became the first Franchise owners of a Fuzzy's Taco Shop, located in Arlington TX. Their success would usher in a seven year period of growth that would eventually take the Fuzzy's Taco Shop brand to the next level.

From 2009-2016, Fuzzy's Taco Shop added over 40 Franchise groups, and opened over 100 locations nationwide. With Fuzzy's Taco Shop brand awareness on the rise, Venture Capitalist Aziz Hashim, took interest. In early 2016, Aziz and his company NRD Capital, entered a partnership with Fuzzy's Taco Shop, as a majority owner.

With a commitment to growth and profitability, NRD Capital, together with Fuzzy's Taco Shop President Mel Knight, are poised to continue the success story that began back in 2003. While the company itself has seen numerous changes, the Fuzzy's Taco Shop promise of flavorful food, fair price, and fun atmosphere, remains the same. The unwavering commitment to this promise is the foundation of the Fuzzy's Taco Shop history, and will be the cornerstone of its future.

FUZZY'S TACO SHOP PROMISE

"We promise to Focus Our Full Attention on Promptly and Efficiently Providing You, Our Guests, with Generous Helpings of Uniquely Flavorful Foods at a Fair Price, in a Fun Atmosphere."

At Fuzzy's Taco Shop, everything we do is centered around the betterment of our guests' experience. As such, the Fuzzy's Taco Shop promise speaks directly to our guests. It is a symbol of our commitment to never stop going above and beyond to provide them the very best in quality, service, cleanliness, and fun. It is the core of every aspect of our entire operation, providing focus and expectations to all team members.

FUZZY'S MISSION STATEMENT

"Keep the promise, EVERYDAY."

The message of Fuzzy's mission statement is clear . . . run great shifts, every day. The cornerstone of our mission, is our promise. Unquestionably, if our promise is in the minds and hearts of all our team members, and we live up to "our" promise EVERY day, we will run great shifts, we will have loyal guests, and our restaurants will be successful.

As a manager, It is your responsibility to act as torchbearer, keeping our mission alive, by leading your team by example of our promise, every shift, every day.



JOB DESCRIPTION

A Line Cook prepares hot and cold meals for presentation according to Fuzzy's signature recipes and menus. Line Cooks also monitor portions, manage inventories and maintain a sanitary kitchen work area.

They are the "HEART" of each and every Fuzzy's Location.

Reports to:

Owners/Operating Partners, General Manager, other members of Management Team

BASIC JOB TASKS

- Inspect all kitchen surfaces to ensure that all areas are safe and sanitary in accordance with food handling procedures.
- Season and cook food according to recipes using personal judgment and experience.
- Ensure the appropriate presentation and quality of dishes.
- Properly store, date and rotate food items.
- Assist Management with the Inventory/Ordering of food items.
- Organize food storage and kitchen equipment.
- Consult with management to organize the execution of caterings, taking into consideration factors such as costs and special event needs.
- Interact with Guests, helping with any questions or concerns regarding food items, or service



EXPECTATIONS

Fuzzy's wants to make sure you know what you're getting yourself into. We want you to be aware of why we chose you, and what we expect. Here we will go into detail of what it means to be a Line Cook in our restaurant family, so you may have a complete understanding of how to be safe and productive in the kitchen, deal with guests the Fuzzy's way and keep your restaurant Fuzzy's fresh. If you have any questions regarding the material, please see your manager or supervisor.

- **"GUEST CENTRIC"** - Actively look for ways to help guests. Your job directly affects our guests' satisfaction with their dining experience, so you should always be trying to find ways to make the dining experience more pleasant for our guests.
- **OUTGOING** - Fuzzy's has an open kitchen, and is self-serve for the guests, so you need to feel confident in your ability to communicate with them and the rest of the team in order to accomplish the rest of your responsibilities. The kitchen is the center of the entire restaurant. Have fun!! Give the guests a show with every order you make.
- **POLITE** - Remember, you are on the job and all guests have different comfort levels. Basic phrases like, "Please," "Ma'am," "Sir," "Thank you," and "You're Welcome," will go a long way. Say yes to almost everything a guest asks of you; and remember, do everything with a smile.
- **SAFETY CONSCIOUS** - Maintain high levels of sanitation and cleanliness in our back area. Most problems with food-borne illnesses can be traced to poor sanitation in these areas. You need to prevent this from becoming a problem.
- **FAST AND EFFICIENT** - Your ability to do your job thoroughly and quickly is important to the restaurant. Kitchen delays and mistakes can prevent us from providing a satisfactory experience for our guests.
- **ACTIVE-** Your job will require you to be on your feet for long periods of time, lift and carry heavy objects and other types of strenuous activity. Under no circumstance is there ever a time to be doing "nothing."



- **CLEAN** - We need you to want to keep the kitchen and restaurant clean not only to please our guests but, because it is also a reflection on you. If there is time to lean, there is time to clean.
- **TEAM PLAYER** - As a Line Cook, you need to be willing to work with others, to follow instructions, and to do your part to make our entire team a success. You are working with people that will eventually develop into a family, so don't forget to lend a hand when someone needs it. It's a good way to make friends and they'll be quick to return the favor. The golden rule: One should treat others as one would like others to treat oneself.
- **ORGANIZED** - Your job will require you to juggle numerous food orders at one time while ensuring the quality of finished entrees before they are served to our guests. If you become disorganized, mistakes are more likely to occur.
- **HONEST** - As a Line Cook, you are working with the number one cost of the restaurant, the food product. It is for this reason that the prep cook position is one of considerable trust. We expect you to have high moral standards. Honesty, as you have probably heard, is the best policy. Trust is easy to give, but hard to recover when lost.
- **PUNCTUAL** - Everyone in the store relies on you to show up ready to work when you're scheduled and you are responsible for maintaining that punctuality. Show up fifteen minutes early to every shift in case you are needed or just to prepare. If you think you're going to be late or cannot make a shift, call the store and let a supervisor know immediately. Your supervisor should have a schedule request book for personal time needed or for any changes in your availability.
- **HYGENIC** - Take a bath! Even though you are in the kitchen, you will still be seen by every guest, so do the guests a favor and keep a clean appearance because people come here to eat. Always properly wash your hands with soap and warm water after any activity before starting a new one.
- **IN UNIFORM** - Everyone dreads the word uniform, but here at Fuzzy's we keep it cool and casual. However, we want you to remain safe and sanitary in the kitchen, so remember to always wear close-toed shoes, an apron, a hat, and leave your jewelry at home. Not only is this important for your safety, but most Health Departments require these things.



PERSONAL APPEARANCE

■
As a line cook, you are the HEART of Fuzzy's!! Without you, the restaurant cannot function. We want to keep you as safe and sanitary as possible, and therefore, require you to dress appropriately to help achieve that goal. Below is an explanation of what you will be required to wear at all times during your shift:

- Fuzzy's approved T-Shirt.
- Clean black, khaki, or denim pants. (Long pants are highly recommended, but check with your supervisor if shorts are permitted)
- Closed toe shoes (Non-skid are recommended)
- Apron
- Hat, or other management approved head covering

In addition to the above requirements, you will also be expected to adhere to basic rules of personal hygiene. Just as our restaurant must look clean, so should our employees. If you are not meeting these requirements, a manager will discuss the problem with you privately. If the problem is not resolved, you could be written up, or even let go.

Besides wearing the approved uniform during your shift and taking care of your own hygiene, we also expect you to follow the guidelines below:

- Do not wear cologne or perfume during your shift – many of our guests and team members are sensitive to these fragrances.
- Do not use scented hand lotion – the lotion can smear on drinking cups/glasses and the smell can be a problem for some guests.
- Do not chew gum while on the floor – you can chew gum during your breaks but not when you are going to be interacting with guests. Remember to dispose of your gum properly before returning to the floor.
- Do not eat while on the floor – you can have food in a break area, or in the back of the restaurant but the guests should never see you or any staff member eating or drinking anything.
- Do not come to work wearing a dirty or wrinkled uniform – remember we are trying to create a positive first impression so always make sure your uniform is clean and wrinkle-free before you come to work. Be sure to remove any pet or human hair from your uniform before entering the restaurant.
- Smile whenever you are on the floor. We want our guests to feel relaxed and to have a good time. When you smile, they feel welcomed.



ALL FUZZY'S EMPLOYEES MUST:

- Stay in communication with the rest of the team
- Greet guests entering the restaurant
- Say good-bye to guests exiting the restaurant
- Smile and have a positive attitude while you are working – save complaints for the managers
- Have a contact number available where you can be reached and a back-up number in case that number becomes outdated or is busy
- Continue working until a manager says you can leave for a break or at the end of your shift
- Be responsible for your schedule. You should know your hours and be on time when you are scheduled to work. If you can't be here, find a replacement, and notify your manager as soon as possible. When you're not here, it's hard on the rest of the team.
- Be on your best behavior in the restaurant even when off-duty. As an employee of Fuzzy's you are always representing us even when you're not officially working. When you're in the restaurant, be respectful and courteous of others.
- Contact managers whenever problems arise, including problems with guests and co-workers. The managers are paid to deal with these problems, so let them know what is going on so they can resolve the situation. You should also contact your manager if you have any suggestions for improving the way things are done – we're always open to new ideas.
- Keep all food and drink in the break area or out of sight in the back of the restaurant. Guests should not see you snacking or sipping on a soda while they are waiting for service. Even if you are on break, this sends a bad message to our guests.
- Treat guests respectfully no matter what. You should never scream at or argue with a guest. If they have a complaint, get the manager.



GETTING TO KNOW YOUR FUZZY'S

Store Name (Fuzzynet): _____

Address: _____

Phone Number: _____

WHO'S WHO

Owner/Owners: _____

Operating Partner: _____

General Manager: _____

Manager: _____

Manager: _____

HOURS OF OPERATION

Sun-Thurs _____

Fri-Sat _____



TACO SHOP TOUR

- Meet Team Members throughout the tour

EXTERIOR

- Patio
- Parking Lot, Staff Parking area, Shared parking areas with neighbors
- Grease Barrel
- Dumpster location

DINING ROOM

- Fuzzy's Colors, Corrogated Metal & other design requirements
- Community Boards
- Tables: Resin Poured, High tops, table caddies & Table Top set ups
- Queue Line
- Bathrooms
- Cashier Station: POS, phone, Digital Menu Boards, Margarita Machines, Bottle beers, draft beers, merchandise, etc.
- Bar: POS, 3 compartment sink/dishwasher, keg coolers, bottle chillers, liquor display, glassware, drink mats, etc.
- Merchandise Display
- Beverage Station: Coke machine, tea/coffee brewing & urns, paper goods, etc.
- TVs
- Trash receptacles

KITCHEN (LINE)

- Line positions: (1st base, 2nd Base, Grill)
- Hot & Cold tables
- Grill Station
- Stovetop & Oven, Oven Mitts
- Fryers
- Chip Warmer
- Microwaves
- Dot-it Stickers
- Additional Steam Tables & Warming Cabinets
- Ansul System, Fire Extinguishers, Gas Shutoff, Water Shutoff
- Drains
- Hand Sinks



KITCHEN (PREP & DISH)

- Prep Area/Tables: Digital Recipe Book, Cutting Gloves, Prep Lists, Knife Storage
- Walk-In: General layout, FIFO, labeling, Receiving procedures posted, Hierarchy of Food posted
- Prep Sinks
- Equipment: Robot Coupe, Blender,
- Smallwares Storage
- Cutting Boards & Cutting Board Mats
- Dish Station: 3 compartment sink, dish machine

STORAGE

- Dry Storage: General layout, Paper, Catering supplies
- BIB (soda) storage
- Linen & Used Linen
- Liquor Storage: General layout, organization
- Beer Cooler: General layout, labeling

SANITATION

- Mop Buckets/Sink
- Brooms
- Other Cleaning Supplies Storage
- Chemicals Storage
- Location of MSDS Sheets
- Trash Receptacles throughout kitchen

OFFICE

- Aloha computer & server
- Desktop Computer
- Filing Cabinets
- Safe
- Music System
- Cable/Satellite boxes
- First Aid Kit
- Security Cameras
- Alarm System



OTHER

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-
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-
-
-
-
-
-

Trainee Signature:

TGM Initial:

MOD Signature:



TRAINING EXPECTATIONS

Throughout the course of your training, you will be expected to perform individual job tasks, directly associated with particular positions. You can expect to be trained the “Fuzzy’s Way,” shoulder-to-shoulder with your trainer, focusing on the following training process:

TELL

The Trainer will explain the new procedure or skill in great detail, focusing on Why the task is performed in the particular way.

SHOW

The Trainer will demonstrate the procedure or skill with in depth, step-by-step instruction, reinforcing Why the task is performed in the particular way.

TEST

The Trainer will observe the procedure being performed, coaching when necessary.

FOLLOW-UP

The Trainer will give useful feedback on observations, validating or redirecting through training steps, reminding Why the task is performed in the particular way.

While you can expect your Trainer to be committed to your training, YOUR commitment to the training process is of equal importance. You have made the choice to become a Fuzzy’s Taco Shop team member, and we expect you to take your decision seriously.

The following are a list of training behaviors we expect you to adhere to throughout your progress in the Fuzzy’s Development Program.

- Take charge of your training. Set training goals for yourself. Know what you are supposed to be doing, and never be waiting around for someone to tell you what to do.
- Ask Questions. If you don’t understand something, you need to get more information.
- Be a “doer,” not a “watcher.”
- Use the training materials provided during and after training. Take notes for later reference.
- Prepare for your tests & quizzes. They are a great way to measure what you have learned, and what you need to practice.
- Prepare yourself to be a student. Be open to new ideas. Listen to your Trainer’s coaching, and feedback. Try out new ways of doing things.
- Work the training hours specified on the schedule, unless otherwise specified with your training GM. Be on time for EVERY shift. You will expect the same of your employees.
- Arrange personal activities (phone calls, appointments, etc.) so that your training has minimal interruptions or distractions.
- Display a positive attitude. Positivity yields positive result



TRAINING SCHEDULE

| | | | | | | |
|--------|---|---|-------------------------------------|-------------------------------------|---|---|
| Name: | | | Training Location: | | | |
| Shift: | Day 1 LINE (2nd Base) | Day 2 LINE (2nd Base) | Day 3 LINE (Grill) | Day 4 LINE (Grill) | Day 5 LINE (Grill) Certification | Day 6 LINE (1st Base) |
| Day: | | | | | | |
| Date: | | | | | | |
| Time: | | | | | | |
| MOD: | | | | | | |

| | | | | | | |
|--------|---|---|--------------------|--|--|--|
| Name: | | | Training Location: | | | |
| Shift: | Day 7 LINE (1st Base) | Day 8 LINE (1st Base) Certification | | | | |
| Day: | | | | | | |
| Date: | | | | | | |
| Time: | | | | | | |
| MOD: | | | | | | |



DAY 1

2nd BASE

| | | |
|-------|------|-------|
| Date: | Day: | Time: |
|-------|------|-------|

| TIME | SKILL / ACTIVITY |
|------|---|
| | Introduction, Orientation, Paperwork, Brand Materials |
| | Restaurant Tour |
| | Line Cook Training Set-Up of the Line Work alongside your trainer in the <u>2nd BASE</u> position throughout the shift |
| | REVIEW – 2 nd Base Duties & Responsibilities, Proper Building & Plating procedures, Shift Change Responsibilities |
| | Wrap up meeting with GM or MOD |

DAILY LEARNING

- Taco Shop Tour
- Line Positions of the Fuzzy's Kitchen
- Maintaining a Healthy Environment
- Maintaining a Safe Environment
- Proper Food Storage & Handling
- Cooling Foods
- Proper Steam Table Use
- Food Preparation
- 2nd Base position duties/responsibilities & skills
- Proper building & plating procedures for menu items
- Communication skills with 1st Base & Grill positions
- To-Go packaging procedures
- Line Cook Shift Change duties
- Daily/Weekly cleaning duties
- 1st & 2nd Base Training Tracking– Fill in completed items

| | |
|---|--------------|
| Trainee Signature: Positional Trainer Signature: MOD Signature: | TGM Initial: |
|---|--------------|



LINE POSITIONS OF THE FUZZY'S KITCHEN

1st Base - Essentially the leader of the kitchen, it is this position's responsibility to pull and call out each ticket as they come in. As the "one voice" in the kitchen, this position is in constant communication with the other positions, dictating the timing of each food item being prepared, of each order being completed and put in the expo window. Additionally, this position is the main point of contact for the Manager and/or staff member on duty working the window (Expo), insuring order accuracy. This position must also be personable, not afraid to talk to guests if problems arise, or call order numbers over the microphone. Above all, this position must be a leader, calm under pressure (maintaining a constant state of composure), have the ability to multi-task, a well-versed knowledge of the menu, and of course sense of urgency and accuracy.

2nd Base - The back up to the first position, the 2nd Base position is responsible for all To-Go orders, salads, enchiladas, nachos, soups and chips & queso/salsa/guacamole orders. Additionally, whenever the 1st Base position gets too backed up, they will assign tickets to this position, to ensure preferred ticket times, and help maintain the flow of the kitchen. This position must have a constant state of awareness for everything that is going on in the kitchen (particularly to what the 1st Base position is communicating), have the ability to multi-task, a well-versed knowledge of the menu, and a the fortitude to assume multiple responsibilities for the betterment of the kitchen.

Grill - Grill position is responsible for all food items that need to be grilled or fried, including all breakfast items, fajita items, tortillas, and quesadillas. Communicating closely with the 1st Base position is of most importance, due to the fact that the ordering of grilled items can potentially add ticket times. This position must have a strong sense of urgency, be well versed in grilling methods (with particular emphasis on timing), have a working knowledge of grill and fry equipment, and the ability to heavily multi-task.

Apps - Not used in every Fuzzy's kitchen, the Apps position is often utilized for heavy volume sales, or in efforts to assist with specific training needs. Essentially, this position has the ability to "jump in" to any position, in relief efforts. In most cases, the Apps position assumes the responsibility of all chips & salsa/queso/guacamole orders, freeing up the 2nd Base position to focus directly on To-Go orders and ticket completion with 1st Base. Apps position can also assume responsibility for restocking the line and grill with food products, baskets, plates, paper goods, or anything else the situation warrants. This position must have a strong understanding of each position's responsibilities, and a strong flexibility in their abilities to do "whatever is necessary."



MAINTAINING A HEALTHY ENVIRONMENT

An important part of running a restaurant is to maintain a healthy environment for both our guests and our staff. You play an important role in this area because you are responsible for keeping the kitchen and food preparation areas clean and sanitized. In this section, you'll learn some of the guidelines you'll need to follow as you're working, that will prevent the spread of illness or contamination.

Please keep in mind how important this is for our restaurant. A single health problem can cost us our business, our reputation, and our employees' jobs. By being aware of how to prevent these problems and working together, we can stop those problems from arising.

Below is a partial list of the rules you need to remember. This list is not comprehensive, and you will learn more of these rules as part of your training.

- **Wash your hands properly** – After using the restroom, handling something dirty, touching your hair, interacting with an ill employee, touching money, etc., you should wash your hands thoroughly with warm water and soap. If you can't wash your hands, have antibacterial hand cleaner available and use it, then wash your hands as soon as you have the opportunity.
- **Do not allow garbage to sit** – Not only is garbage unsanitary and unsightly, it also attracts insects and rodents. Remove garbage from the restaurant frequently and make sure the garbage cans in the restaurant are clean and sanitized regularly.
- **Do not touch ice with your bare hands** – You should always handle ice with tongs or a scooper so that germs from your hands are not transferred to the ice which will melt in the guests' beverages. The tongs or scooper should be kept in a clean, separate container.
- **Be aware of the dangers of cross-contamination** – Because you will be assisting in the preparation of food served at the restaurant, you should watch and report signs of cross-contamination. By cross-contamination we mean contact between raw meat, chicken, or fish and cutting boards, utensils, or other food. These raw foods can carry bacteria that can make our guests very ill, so we must do everything possible to prevent cross-contamination, including using separate cutting boards and utensils.
- **Store foods safely** – Food should never be stored in open containers, near the floor, or in the same area as chemicals. Any stored food should be kept in air-tight containers, should be clearly labeled with the type of food and date of storage, and placed behind older foods on the shelves or in the refrigerator.



MAINTAINING A SAFE ENVIRONMENT

The safety of our employees is important to us, so we go to great lengths to keep our restaurant accident-free. You will receive training on how to properly handle specific equipment you will use in your position. Beyond that, you will also be expected to follow the safety guidelines listed below.

Remember these guidelines were created to protect you and your co-workers. Follow them carefully.

- Let your manager or supervisor know immediately if you notice a potential safety problem or another co-worker doing something unsafe. We can only correct problems when we know about them. Keeping communication open is key to a safe work environment for you and for your co-workers.
- Wipe up spills when they happen and use “wet floor” signs whenever needed. Spills and wet floors are a common cause of falls. Although most falls do minor damage, they can result in broken bones and other serious injuries.
- Keep the floor, aisles, stairs, and doorways clear. Anything that might get in your way as you are working can cause you to trip, fall, or hurt yourself. By removing those obstacles, you'll be keeping your work environment safer.
- Walk. While running may seem faster, it's also a good way to cause injury to yourself and to others. The few seconds you might save by running are not worth the risk.
- Use ladders or step stools for reaching high areas. These are available and should be used when necessary. Never try to use chairs, boxes, or counters to help you reach high areas. Not only are such activities dangerous, but they are also unsanitary.
- Only operate electrical equipment when your hands are thoroughly dry. Wet hands and electricity can spell serious, life-threatening injuries.
- Unplug electric equipment before cleaning or disassembling. Doing either of these activities to a piece of equipment that is still being powered, even if it is turned off, can result in a serious accident.



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- Always lift with your legs not your back. If you have trouble lifting something, ask for assistance from your manager or a co-worker. Carts or dollies may also be available. Don't try to lift anything that might cause you serious injury.
 - Carry knives, plates, and glassware carefully to avoid cuts. Even a single broken glass can cause a significant cut so never try to carry more than you can comfortably hold and never carry anything in a way that blocks your vision.
 - Use extreme caution when cleaning or using knives and/or equipment containing a sharp blade.
 - Protect your hands with towels or heavy mitts if you are going to be handling hot plates or equipment. Even a hot serving dish can cause a serious burn if not handled with caution.
 - Keep all cleaning chemicals away from the cooking area. Because many of these chemicals are flammable, the heat generated by the fryers, grills, and ovens combined with those chemicals can sometimes start a fire.

In addition to the above guidelines, you will need to take special precautions when handling cleaning chemicals. Many of these chemicals can cause serious injury when handled incorrectly. The following guidelines will help you use them safely.

Always read the Material Safety Data Sheets (MSDS) for the chemical you are using. You can usually find the MSDS either in the office, or dishwashing area.

- Read the instructions on the label before using the chemical. If you do not understand something on the label, ask your manager or supervisor before using the product.
- Do not store the chemicals in any area where it may have contact with the food.
- Never combine chemicals.
- Make sure all stored chemicals are clearly labeled
- Contact your manager, or call 911 immediately if you have an emergency.



PROPER FOOD STORAGE AND HANDLING

An important part of your job is to ensure the safety of the food we serve to our guests. Because most food borne illnesses can be traced back to improper food storage and handling, you should pay special attention to the condition of the food you are preparing. This section includes important guidelines you need to follow.

FOOD TO REJECT

When you are choosing food for preparation, take precautions and reject any food that violates the following standards:

- Temperature above 40 degrees Fahrenheit for liquid eggs, fresh meat, fresh poultry, or fresh fish
- Temperature about 45 degrees Fahrenheit for shrimp, or shellfish
- Temperature above 10 degrees Fahrenheit for ice cream
- Temperature above 40 degrees Fahrenheit for milk and other dairy products
- Dented or rusted cans
- Cans without labels
- Food showing visible signs of mold or spoilage

PREVENT CROSS-CONTAMINATION

Another concern in the kitchen is cross-contamination. As you know, fresh meat and poultry can be high in bacteria and if that bacteria has a chance to come in contact with other foods, the results can be serious for our customers. To prevent cross-contamination, you should always follow these guidelines:

- Use separate cutting boards and utensils for meat, poultry, and other raw items which may possess bacteria than you use for cutting vegetables or other food products
- Do not allow raw foods to touch cooked or fresh foods
- Store raw meats, fish, and poultry in the lowest levels of the refrigerator so liquid from the products does not contaminate other items in the refrigerator
- Sanitize the thermometer every time you use it.



PROPER FOOD STORAGE

When you are storing food, you must make sure you follow the procedures below in order to ensure the health and safety of our customers:

- Ensure refrigerator temperatures are between 35 and 38 degrees Fahrenheit
- Ensure freezer temperatures are between -10 and 0 degrees Fahrenheit
- Always store food in air-tight containers and label them with the storage date
- Store older foods closer to the front than newer foods so the old food is used before it goes bad
- Any dry goods should be stored in an area that is cool and that is dry – any dampness in the area can ruin the product
- Make sure all storage areas are clean
- Keep all pesticides and other chemicals safely away from the food
- Do not store food of any kind near the walls or on the floors

FOOD ROTATION

At Fuzzy's, we use the FIFO system of food rotation. FIFO stands for First In First Out. That means the oldest products need to be used first. By using FIFO, we guarantee that we waste less food products through spoilage.

FIFO not only affects which items you use as you are preparing dishes throughout your shift but also to how you store food items as they arrive at the restaurant and are stored after preparation. The following guidelines will help you adhere to FIFO effectively:

- Label any food product being stored including the product name, the date of storage, the date (or simply AM/PM), and your initials.
- Store chilled items, such as milk and cheese, in the walk-in cooler first since they are the most vulnerable to spoilage, then store items in the freezer and the dry goods area.

Store the newest products in the back so the staff will be removing the oldest items first.

GUIDELINES FOR HOT FOODS

- Hot foods, particularly meat and poultry, should reach a temperature of between 150 and 165 degrees Fahrenheit to kill any bacteria.
- Hot foods should be displayed or stored at a minimum of 140 degrees Fahrenheit to prevent the growth of bacteria.

Never serve cooked foods between 40 and 140 degrees Fahrenheit because this is when conditions are most favorable for bacteria growth. This temperature range is called the "Danger Zone."



COOLING FOODS

Cooling is a critical control point, or a point at which reaching proper temperatures within an appropriate time period can help ensure that a food is safe to eat. Cooks must know the proper temperatures, monitor the temperature of food as it cools, and record cooling temperatures.

FACTS

Food has to go through the temperature Danger Zone (41 °F–139 °F) during the cooling process. Bacteria grow rapidly in the temperature danger zone, so the times that food can be at that temperature has to be minimized to limit bacterial growth. Important cooling temperatures and times include the following:

- Hot food must be cooled from 140 °F–70 °F within 2 hours.
- Hot food must be cooled from 70 °F–41 °F in an additional 4 hours.
- Foods at room temperature (70 °F) must be cooled to 41 °F within 4 hours.

APPLICATION

1. **Cool foods to the appropriate temperature within the appropriate time.**
2. **Select a rapid cooling method to speed the cooling process.**
 - Place food in shallow containers no more than 4 inches deep and uncovered on the top shelf in the back of a walk-in or reach-in cooler.
 - Use a quick-chill unit such as a blast chiller.
 - Place the container of food in an ice water bath and stir.

Separate food into smaller or thinner portions.



MONITOR COOLING TEMPERATURES

- Check food temperatures with clean, sanitized, and calibrated thermometer.
- Take the temperature of food during the cooling process frequently enough that corrective action can be taken.
- Record the temperature and the time the temperature was checked on the temperature log.

Take corrective actions if the temperature and time requirements are not met.

- Reheat cooked, hot food to 165 °F for 15 seconds and begin the cooling process again using a different cooling method when food is:
 - Above 70 °F and 2 hours or less into the cooling process.
 - Above 41 °F and 6 hours or less into the cooling process.
- Discard cooked, hot food immediately when the food is
 - Above 70 °F and more than 2 hours into the cooling process.
 - Above 41 °F and more than 6 hours into the cooling process.
- Use a different cooling method for prepared ready-to-eat foods when the food is above 41 °F and less than 4 hours into the cooling process.
- Discard prepared ready-to-eat foods when the food is above 41 °F and more than 4 hours into the cooling process.



PROPER STEAM TABLE USE

A steam table is a large buffet-style table that are typically made of stainless steel and contain a line-style section of slots where food pans can be inserted. Beneath these pans, hot water is to be added, which will steam and continue to keep the food heated for an extended period of time. Cleaning these surfaces is fairly easy when using the proper cleaning solutions.

Primary Use

- The primary use of a food steam table is to keep foods hot prior to serving. Food that falls below a temperature of 140 degrees Fahrenheit is at risk for acquiring bacteria, so it is imperative to keep all food products at or above this temperature during service to prevent foodborne illness. Steam tables CANNOT be used for heating up cold foods, only for maintaining foods that have been properly heated in an oven, or on a stove top or grill.

Serving Hot Foods

- Steam tables also provide a platform from which to directly serve hot food. Workers can increase the efficiency of the steam table, and keep foods from fluctuating in temperature by keeping the steam table covered when not serving and regularly switching pans out if service is slow.

Function and Maintenance

- Steam tables work by heating a small amount of water in the open well of the table and inserting a tray of hot food into the well. When steam tables are in use for several hours over the course of the day, it often becomes necessary to add more water into the well, since the heated water evaporates over a period of time.

Cleaning

- Because these units don't heat the food directly, they stay relatively clean, but do need to be wiped down and sanitized at the end of the work day. Any water remaining in the water well should be discarded, and the well dried and sanitized before further use, to prevent bacterial growth.



THE STEAM TABLE

Describe the process of turning on, and filling your steam table(s).

Describe the process of cleaning, and turning off your steam table(s).



FOOD PREPARATION

As part of your kitchen responsibilities, you will need to ensure the consistency of the dishes we create, make sure you prepare only enough of certain items as needed for the day in order to reduce waste, and to adhere to our food rotation guidelines.

REFERRING TO THE RECIPES

For every item on our menu, you will find a recipe. These recipes are located in the Digital Recipe Book (DRB) in the Prep Area, and you will receive additional training related to these recipes. Each recipe specifies the exact ingredients, the utensils and equipment needed to create the item, with step-by-step cooking instructions.

No matter how many times you have made this recipe in the past, you must refer to the recipe each time you cook the item. Mistakes happen when you attempt to rely too much on your memory. Our guests come to our restaurant expecting to enjoy the same quality of the food items each time. You must help make that happen.

USING SET-UP SHEETS

At the beginning of each shift, there should be a set-up sheet to help guide you through exactly what product needs to be stocked for your shift to run smoothly. Your manager will provide these sheets to you on a daily basis and should be completed as such

LINE SET-UP CHECKLIST

| | ☐ | | ☐ | | ☐ |
|----------------------------|--------------------------|---------------------------|--------------------------|--------------------|--------------------------|
| Portioned Creamy Siracha | <input type="checkbox"/> | Queso | <input type="checkbox"/> | Lined Chip Baskets | <input type="checkbox"/> |
| Portioned Buttermilk Ranch | <input type="checkbox"/> | Salsa | <input type="checkbox"/> | Salad Bowls | <input type="checkbox"/> |
| Portioned Avoc. Ranch | <input type="checkbox"/> | Green Enchilada Sauce | <input type="checkbox"/> | Plates | <input type="checkbox"/> |
| Portioned Vinaigrette | <input type="checkbox"/> | Red Enchilada Sauce | <input type="checkbox"/> | Baskets | <input type="checkbox"/> |
| Portioned Salsa | <input type="checkbox"/> | Baja Soup | <input type="checkbox"/> | Soup Bowls | <input type="checkbox"/> |
| Portioned Verde Sauce | <input type="checkbox"/> | Mix Mex Rice | <input type="checkbox"/> | 2oz Cups | <input type="checkbox"/> |
| Salad Mix | <input type="checkbox"/> | Cilantro Lime Rice | <input type="checkbox"/> | 2oz Cups Lids | <input type="checkbox"/> |
| | <input type="checkbox"/> | Borracho Beans | <input type="checkbox"/> | 4oz Cups | <input type="checkbox"/> |
| Garlic Sauce | <input type="checkbox"/> | Black Beans | <input type="checkbox"/> | 4oz Cups Lids | <input type="checkbox"/> |
| Shredded Cheese | <input type="checkbox"/> | Refried Beans | <input type="checkbox"/> | Gloves | <input type="checkbox"/> |
| Lettuce | <input type="checkbox"/> | | <input type="checkbox"/> | Ladles | <input type="checkbox"/> |
| Tomatoes | <input type="checkbox"/> | Special Ground Beef | <input type="checkbox"/> | Thongs | <input type="checkbox"/> |
| Cilantro | <input type="checkbox"/> | Shredded Chicken | <input type="checkbox"/> | Spoodles/Spoons | <input type="checkbox"/> |
| Feta | <input type="checkbox"/> | Shredded Brisket | <input type="checkbox"/> | Scoops | <input type="checkbox"/> |
| Onions | <input type="checkbox"/> | Spicy Pork | <input type="checkbox"/> | Knife | <input type="checkbox"/> |
| Pico de Gallo | <input type="checkbox"/> | | <input type="checkbox"/> | Pizza Cutter | <input type="checkbox"/> |
| Guacamole | <input type="checkbox"/> | To-Go (3 compartment) | <input type="checkbox"/> | Towels | <input type="checkbox"/> |
| Sour Cream | <input type="checkbox"/> | To-Go (1 compartment) | <input type="checkbox"/> | Sanitizer Buckets | <input type="checkbox"/> |
| Whole Avocados | <input type="checkbox"/> | Paper Bags (#6) | <input type="checkbox"/> | | <input type="checkbox"/> |
| Siracha Lime Sauce | <input type="checkbox"/> | Paper Bags (#12) | <input type="checkbox"/> | | <input type="checkbox"/> |
| Spicy Chimichurri | <input type="checkbox"/> | Plastic To-Go Bags | <input type="checkbox"/> | | <input type="checkbox"/> |
| | <input type="checkbox"/> | To-Go Bowls | <input type="checkbox"/> | | <input type="checkbox"/> |
| Fuzzy Dust | <input type="checkbox"/> | To-Go Bowl Lids | <input type="checkbox"/> | | <input type="checkbox"/> |
| Cinnamon Sugar | <input type="checkbox"/> | Meal Kits | <input type="checkbox"/> | | <input type="checkbox"/> |
| Oreo Dust | <input type="checkbox"/> | To-Go (3 compartment) | <input type="checkbox"/> | | <input type="checkbox"/> |
| Honey | <input type="checkbox"/> | To-Go (1 compartment) | <input type="checkbox"/> | | <input type="checkbox"/> |
| Icing | <input type="checkbox"/> | Butt Burnin Sauce Packets | <input type="checkbox"/> | | <input type="checkbox"/> |
| | <input type="checkbox"/> | Habanero Sauce Packets | <input type="checkbox"/> | | <input type="checkbox"/> |
| Crispy Tortilla Shells | <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> |
| Tortilla Strips | <input type="checkbox"/> | Taco Paper | <input type="checkbox"/> | | <input type="checkbox"/> |
| Tortilla Chips | <input type="checkbox"/> | Burrito Foil | <input type="checkbox"/> | | <input type="checkbox"/> |
| | <input type="checkbox"/> | Dot-It Dots | <input type="checkbox"/> | | <input type="checkbox"/> |



OPENING, MID-SHIFT & CLOSING DUTIES

Every day, you will have a set list of duties to perform throughout the course of your shift. They are called the “Opening, Mid-Shift, and Closing Duties.” These duties are your responsibility in helping maintain the safe, clean environment of your restaurant. Your exact duties depend on the time your shift starts and ends. Looking at your schedule, you’ll be able to tell which share of this work is yours. Your supervisor will discuss with you any changes or special directions specific to your store.

Remember, whether you are an opener, a mid-shift, or a closer, part of your responsibility is to do whatever you can to make the next employee’s job as easy as possible. We are all here to be a team, so help out your team mates!

WEEKLY & DAILY CLEANING LISTS

To make sure everything in the store stays in tip top shape we have a list of duties that can be done, on the slower days, or at slower times, to help keep your eyes off the clock. Remember, you are not the only employee and everyone must finish their fair share of work by the end of the week. Any extra activities or special directions will be stated by your supervisor.

The following pages are examples of Opening, Mid-Shift, Closing, and Weekly & Daily Cleaning Lists. Although they may not be exactly what is used in your store, they are a very useful point of reference.



LINE COOK OPENING DUTIES (EXAMPLE)

- Grab apron and cloth towels from manager on duty
- WASH HANDS, and put on gloves.
- Turn on hood vent and lights.
- If applicable, check to see if there was any brisket or pork left in the oven overnight. Remove from the oven, and place in the prep area to cool.
- Turn on Grill to 350 degrees F.
- Turn on Fryer to 350 Degrees F.
- Turn on chip Warmer.
- Turn on Crispy shell warmer/light.
- Fill steam wells to fill line, and turn on to 10. (when water in steam tables are hot and steaming, turn down to 7)
- Fill sanitizer buckets $\frac{3}{4}$ full with sanitizer. (red buckets in the dish area, sanitizer is in the three-compartment sink marked by a red hose.) Place no more than 2 towels into each sanitizer bucket, most prep areas require 2 sanitizer buckets. (check with management on how many are needed for your prep area)
- Place sanitizer buckets in designated areas on the line, marked by management. (Best practices tell us to label when the sanitizer was made, to replace it at the proper time. Every 4 hours)
- Start heating up all food left from the night before.
- All food being reheated on the stove must be heated up to a minimum of 165 degrees F. (It is never okay to heat food up in the steam wells.)
- Once grill has been heated to 350 degrees, season each grill with $\frac{1}{2}$ a pound of butter. (let sit for 15 min and scrape clean)
- Heat all food needed to fill at least one make station to be ready for when you open.
- After the food from the night before has been heated properly, place in the steam well that will be used first.



-
- Begin prepping fresh product for use in the other steam tables, and for back up (always using the DRB when making fresh product)
 - Check Cold make station. Restock as needed from walk-in (cheese, tomatoes, lettuce, feta, cilantro, guac, sour cream, pico, onion, etc)
 - Restock underneath cold stations as needed (salad portions, salad dressings, salsa verde, jalapenos, back up cold items, garlic sauce bottles, etc.)
 - Check chef base and restock items as needed. (fajita meats, veggies, fish, shrimp, potatoes, etc.)
 - Restock Plates, baskets, and soufflé cups.
 - Restock all to-go Items. (to-go boxes, 8oz cups, 16oz cups, lids exc.)
 - Restock taco paper, burrito paper, foil wraps.
 - Restock honey, cinnamon sugar, oreo dust, and fuzzy dust.
 - Have both make lines full of food, prepared for Line check.
 - All hot food must be kept at 141 degrees F. or higher.
 - Make all backups the manager (Proteins, queso, salsa etc.)
 - Make Tortilla Chips, as needed.
 - After Chips are have been made. Start making Crispy shells, as needed.
 - Line red baskets with taco paper, as prepped chip baskets
 - ** While doing all these things remember that our guest order should be the highest priority. If a ticket comes in, we must stop what we are doing and complete the guest order
**



LINE COOK MID-DAY/SHIFT CHANGE DUTIES (EXAMPLE)

- Ensure all guest orders have been fulfilled. Continue to make orders as FIRST priority.
- Wipe down the insides and outsides of the make stations. (using a sanitizer rag)
- Rotate and restock all cold foods in the make stations into new clean pans. Dispose of any cold food items considered un-servable, and replace.
- Rotate and restock all hot items in the steam tables into new clean pans. Dispose of any hot food considered un-servable, and replace.
- Restock underneath make stations.
- Restock chef base.
- Restock chips and crispy shells (make as needed)
- Restock Plates, baskets, and soufflé cups.
- Restock all to-go items. (to-go boxes, 8oz cups, 16oz cups, lids exc.)
- Restock taco paper, burrito paper, foil wraps.
- Restock honey, cinnamon sugar, oreo dust, and fuzzy dust.
- Help Prep finish up any hot or cold prep items remaining from the day's prep list.
- Wipe steam table down with sanitizer rag and clear debris from the steam table.
- Sweep floor, getting underneath make stations, steam tables, grill, and fryers.
- Take out all trash, and replace cans with liners.
- Wipe down all surfaces with sanitizer rags, one final time.
- Verify completion of these duties with night crew member and MGMT, and complete any other requested duties.
- card tips on the POS if needed/organize signed credit card slips.
- Verify completion of these duties with night cashier and/or MGMT, and complete any other requested duties.



LINE COOK CLOSING DUTIES (EXAMPLE)

- Ensure all guest orders have been fulfilled. Continue to make orders as FIRST priority
- At a time designated by management, begin breakdown of first side of the line:
 - Wipe down the insides and outsides of the make station (using a sanitizer rag), clearing the inside of excess food and debris.
 - Rotate and restock all cold foods in the make stations into new clean pans. Dispose of any cold food items considered un-servable, and replace.
 - Remove food and pans from the steam table. Dispose of any hot food considered un-servable.
 - Properly cool down the food from the line. (As it appears in the DRB)
 - Turn off and Drain water out of steam table and clean with soap and water. Wipe clean with sanitizer rag.
 - Clean microwaves with soap and water. Wipe away clean with a sanitizer rag.
 - Wipe all shelves on the line with sanitizer rags.
- Once business hours have ended, clean the other side of the line in the same fashion listed above.
- Take all dirty dishes, pots, pans and utensils to the dishwasher.
- Turn off and clean the Grill, and back wall behind the grill.
- Turn off and clean the Fryers, and back wall behind the fryers.
- Clean Stove Top, and Oven.
- Clean walls behind make stations, stems tables and tables.
- Wrap all excess crispy shells in saran wrap. Label and date them.
- Take all chips from the warmer out, and put them into a Lexan on their own. Label them and place use first sticker on the Lexan.
- Turn off and clean Chip Warmer.



-
- Wipe down all surfaces with sanitizer rags.
 - Sweep floor getting all debris from behind and under the steam tables, make stations, tables, grills, and fryers.
 - Pour degreaser soap and water mix onto the floor. Scrub with a deck brush, scrubbing under all tables, sinks, and in drains, removing any visible grease and stains.
 - Squeegee any excess soap and water mixture into the drains. If stains remain, spot mop as needed.
 - Take out all trash, and replace cans with liners.
 - Double check that everything has been properly powered down. (Fryer, Grills, Chip Warmer, Steam Tables, etc)
 - Wipe down all surfaces with sanitizer rags, one final time.
 - If any items must be left to cook over night, prepare them, notify MGMT, and/or write a note on your dry erase board, to remind the day crew that there is product in the oven.
 - Verify completion of these duties with MGMT, and complete any other requested duties.
 - Turn off hood vent, and lights.



LINE COOK WEEKLY CLEANING LIST (EXAMPLE)

| | | MGR |
|------------------|---|-----|
| Monday | Take apart stove top and clean. Clean the oven inside and out. Clean the vent-hood and pull down the vent-hood trays and clean them. | |
| Tuesday | Clean the floor and walls behind the taco prep station(s), all tables, microwaves, and behind steam wells. Pull everything out and clean | |
| Wednesday | Clean the vent-hood and pull down the vent-hood trays and clean them. | |
| Thursday | Clean all the drains (Bleach and Hot water). Drain, and clean the fryer | |
| Friday | Take the drawers out the grill cooler and clean the inside. | |
| Saturday | Clean the chip warmer, inside & out. | |
| Sunday | Clean the cold tables, and freezer, organize the walk-in. Make sure the fans in all of these are cleaned thoroughly. | |



DAY 2
2nd BASE (Cont.)

| | | |
|---|---|--------------|
| Date: | Day: | Time: |
| TIME | SKILL / ACTIVITY | |
| | Line Cook Training Set-Up the Line Work as lead in the 2nd BASE position throughout the shift, with your trainer there for support. Complete all Shift Change/Closing Responsibilities | |
| | 2nd BASE TEST | |
| | Wrap up meeting with GM or MOD | |
| DAILY LEARNING | | |
| <ul style="list-style-type: none"> <input type="checkbox"/> Complete knowledge of all 2nd Base position duties/responsibilities & skills <input type="checkbox"/> Mastering proper building & plating procedures for menu items <input type="checkbox"/> Mastering communication skills with 1st Base & Grill positions <input type="checkbox"/> Continue Learning/Practicing To-Go packaging procedures <input type="checkbox"/> Complete knowledge of all Line Cook Shift Change duties <input type="checkbox"/> 1st & 2nd Base Training Tracking – Fill in completed items | | |
| Trainee Signature: Positional Trainer Signature: MOD Signature: | | TGM Initial: |

LINE SET-UP CHECKLIST

| | ☐ | | ☐ | | ☐ |
|----------------------------|--------------------------|---------------------------|--------------------------|--------------------|--------------------------|
| Portioned Creamy Siracha | <input type="checkbox"/> | Queso | <input type="checkbox"/> | Lined Chip Baskets | <input type="checkbox"/> |
| Portioned Buttermilk Ranch | <input type="checkbox"/> | Salsa | <input type="checkbox"/> | Salad Bowls | <input type="checkbox"/> |
| Portioned Avoc. Ranch | <input type="checkbox"/> | Green Enchilada Sauce | <input type="checkbox"/> | Plates | <input type="checkbox"/> |
| Portioned Vinaigrette | <input type="checkbox"/> | Red Enchilada Sauce | <input type="checkbox"/> | Baskets | <input type="checkbox"/> |
| Portioned Salsa | <input type="checkbox"/> | Baja Soup | <input type="checkbox"/> | Soup Bowls | <input type="checkbox"/> |
| Portioned Verde Sauce | <input type="checkbox"/> | Mix Mex Rice | <input type="checkbox"/> | 2oz Cups | <input type="checkbox"/> |
| Salad Mix | <input type="checkbox"/> | Cilantro Lime Rice | <input type="checkbox"/> | 2oz Cups Lids | <input type="checkbox"/> |
| | <input type="checkbox"/> | Borracho Beans | <input type="checkbox"/> | 4oz Cups | <input type="checkbox"/> |
| Garlic Sauce | <input type="checkbox"/> | Black Beans | <input type="checkbox"/> | 4oz Cups Lids | <input type="checkbox"/> |
| Shredded Cheese | <input type="checkbox"/> | Refried Beans | <input type="checkbox"/> | Gloves | <input type="checkbox"/> |
| Lettuce | <input type="checkbox"/> | | <input type="checkbox"/> | Ladles | <input type="checkbox"/> |
| Tomatoes | <input type="checkbox"/> | Special Ground Beef | <input type="checkbox"/> | Thongs | <input type="checkbox"/> |
| Cilantro | <input type="checkbox"/> | Shredded Chicken | <input type="checkbox"/> | Spoodles/Spoons | <input type="checkbox"/> |
| Feta | <input type="checkbox"/> | Shredded Brisket | <input type="checkbox"/> | Scoops | <input type="checkbox"/> |
| Onions | <input type="checkbox"/> | Spicy Pork | <input type="checkbox"/> | Knife | <input type="checkbox"/> |
| Pico de Gallo | <input type="checkbox"/> | | <input type="checkbox"/> | Pizza Cutter | <input type="checkbox"/> |
| Guacamole | <input type="checkbox"/> | To-Go (3 compartment) | <input type="checkbox"/> | Towels | <input type="checkbox"/> |
| Sour Cream | <input type="checkbox"/> | To-Go (1 compartment) | <input type="checkbox"/> | Sanitizer Buckets | <input type="checkbox"/> |
| Whole Avocados | <input type="checkbox"/> | Paper Bags (#6) | <input type="checkbox"/> | | <input type="checkbox"/> |
| Siracha Lime Sauce | <input type="checkbox"/> | Paper Bags (#12) | <input type="checkbox"/> | | <input type="checkbox"/> |
| Spicy Chimichurri | <input type="checkbox"/> | Plastic To-Go Bags | <input type="checkbox"/> | | <input type="checkbox"/> |
| | <input type="checkbox"/> | To-Go Bowls | <input type="checkbox"/> | | <input type="checkbox"/> |
| Fuzzy Dust | <input type="checkbox"/> | To-Go Bowl Lids | <input type="checkbox"/> | | <input type="checkbox"/> |
| Cinnamon Sugar | <input type="checkbox"/> | Meal Kits | <input type="checkbox"/> | | <input type="checkbox"/> |
| Oreo Dust | <input type="checkbox"/> | To-Go (3 compartment) | <input type="checkbox"/> | | <input type="checkbox"/> |
| Honey | <input type="checkbox"/> | To-Go (1 compartment) | <input type="checkbox"/> | | <input type="checkbox"/> |
| Icing | <input type="checkbox"/> | Butt Burnin Sauce Packets | <input type="checkbox"/> | | <input type="checkbox"/> |
| | <input type="checkbox"/> | Habanero Sauce Packets | <input type="checkbox"/> | | <input type="checkbox"/> |
| Crispy Tortilla Shells | <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> |
| Tortilla Strips | <input type="checkbox"/> | Taco Paper | <input type="checkbox"/> | | <input type="checkbox"/> |
| Tortilla Chips | <input type="checkbox"/> | Burrito Foil | <input type="checkbox"/> | | <input type="checkbox"/> |
| | <input type="checkbox"/> | Dot-It Dots | <input type="checkbox"/> | | <input type="checkbox"/> |



DAY 3

GRILL

| Date: | Day: | Time: |
|---|---|-------|
| TIME | SKILL / ACTIVITY | |
| | Line Cook Training Set-Up of the Line Work alongside your trainer in the GRILL position throughout the shift | |
| | REVIEW – Proper Grill Use, Proper Fryer Use, Proper Portioning & Cook times, Understanding Ticket calls, Multitasking | |
| | Wrap up meeting with GM or MOD | |
| DAILY LEARNING | | |
| <ul style="list-style-type: none"> <input type="checkbox"/> GRILL position duties/responsibilities & skills <input type="checkbox"/> Proper Grill Use <ul style="list-style-type: none"> o Conditioning the Grill <input type="checkbox"/> Proper Fryer use <input type="checkbox"/> Proper portioning & cooking times for Grill items <input type="checkbox"/> Listening & understanding ticket calls from 1st Base <input type="checkbox"/> Developing communication skills with the 1st & 2nd Base positions <input type="checkbox"/> Multitasking in the Grill position <input type="checkbox"/> Grill Training Tracking – Fill in completed items | | |
| Trainee Signature: Positional Trainer Signature: MOD Signature: | TGM Initial: | |



GRILL SET-UP CHECKLIST

| | <input type="checkbox"/> | | <input type="checkbox"/> |
|----------------------------|--------------------------|---------------|--------------------------|
| Grilled Fish | <input type="checkbox"/> | Spatulas | <input type="checkbox"/> |
| Grilled Shrimp | <input type="checkbox"/> | Grill Scraper | <input type="checkbox"/> |
| Tempura Fish | <input type="checkbox"/> | Steam Dome | <input type="checkbox"/> |
| Tempura Shrimp | <input type="checkbox"/> | Towels | <input type="checkbox"/> |
| Chorizo | <input type="checkbox"/> | | |
| Bacon | <input type="checkbox"/> | | |
| Eggs (Liquid and/or Whole) | <input type="checkbox"/> | | |
| Fajita Beef | <input type="checkbox"/> | | |
| Fajita Chicken | <input type="checkbox"/> | | |
| Fajita Veggies | <input type="checkbox"/> | | |
| Mixed Veggies | <input type="checkbox"/> | | |
| Huevos Rancheros Veggies | <input type="checkbox"/> | | |
| Grill Screen | <input type="checkbox"/> | | |
| Water Bottle | <input type="checkbox"/> | | |
| Butter Bottle | <input type="checkbox"/> | | |
| Fuzzy Dust | <input type="checkbox"/> | | |
| 12" Flour Tortillas | <input type="checkbox"/> | | |
| 6" Flour Tortillas | <input type="checkbox"/> | | |
| Soft Corn Tortillas | <input type="checkbox"/> | | |



PROPER GRILL USE

The Grill is made of flat steel or chromium-coated steel, with a smooth surface. Surface edges are raised or have gutters and a drain hole leading to a catch trough. The Grill is under fired by rows of controlled gas burners, and is equipped with removable trays to catch excess grease and food particles during use.

The Grill is used to cook a variety of foods in our kitchen: eggs, bacon, chorizo, veggies, and potatoes. Other common items are fish, shrimp, fajita meats, and in Line Prep of our pork. Double sided grill units are used in quick-service operations to grill tortillas and quesadillas.

MAINTENANCE & OPERATING TIPS

- Surface must be "seasoned (or conditioned)" until a slick coating is formed before use. Form a slick coating by preheating to 300 degrees and wiping on a thin coating of butter with a spatula. Use 1 entire stick until fully melted. Let stand 2 minutes. Repeat process if necessary, until surface is slick.
- Remove accumulated coating on surface.
- Wipe frequently with heavy grease absorbent cloth.
- Use spatula or metal scraper to keep surface free of food particles; be careful not to scratch.
- Do not use pots and pans on the grill, unless a grill guard in accordance.
- Never overheat a griddle in the interest of speed. It wastes gas and results in an unsatisfactory product.
- Only heavy griddling requires burner on full heat. For light griddling, use a low or medium flame.
- During slack periods, turn down the burners.
- Turn controls down or off on unused portions of griddle.

CLEANING

Proper flat grill cleaning is done while the grill is still hot. Food debris and burnt on messes are generally easier to scrape off while they are still warm. Moisture hitting the hot surface of the flat grill is quickly converted into steam. The steam works in conjunction with an acidic cleaner to quickly strip the flat grill clean of any stuck-on grease. You can efficiently clean a flat-top grill without ever turning it off. Some grills are most easily cleaned with an abrasive grill brick or screen. Some of the newer grill surfaces should be cleaned with a brush, recommended griddle cleaner or water, to avoid scratching. After cleaning, wipe dry with an absorbent cloth

Grill Cleaning Tips:

- Scrape the food debris from the grill with a griddle scrape. Hold the edge of the scraper on the surface of the grill at a 45 degree angle or lower for best results. Move the scraped away debris into the collection bin at the edge of the grill surface.
- Lift off the grease trap and debris collection bin. Empty their contents into the trash, and reattach.
- Coat the surface of the grill evenly with an acidic cleaner (lemon juice, degreaser, grill cleaner). Scrub the cleaner into the grill surface with an abrasive pad or grill brick. Use a circular motion and apply medium pressure.
- Apply more cleaner onto the grill. Wipe the cleaner from the surface with a grill squeegee, or damp cloth. Remove grease trap and food collection bin, empty liquid contents into the dishwashing sink, wash with soap and water, and replace.
- Spray some of the acidic cleaner on a microfiber cloth. Wipe down all the non-heated surfaces of the grill.



THE GRILL

Describe the process of lighting, and turning on, and seasoning your Grill.


Describe the process of Cleaning, and turning off your Grill.

PROPER FRYER USE

There are two components to proper maintenance when it comes to deep fryers. The fryer itself has to be properly cared for so it functions properly. Also, the oil needs to be filtered and changed regularly to maintain food taste and quality. Fryer maintenance involves regular cleaning and inspection of both the machine and the oil.

OIL MAINTENANCE & USAGE TIPS

It is as important to maintain the oil as it is the fryer itself. Follow these recommendations when handling your fryer oil.

- **Stay within recommended cooking temperatures.** Each type of fryer oil has an ideal cooking temperature, usually between 300 °F and 350 °F. If you go above this range in an effort to decrease cooking time, the oil can burn and cause unpleasant tastes in the food. Also, the oil will not last as long, increasing your oil replacement expenses.
-  **Regularly filter the oil.** The best way to prolong the life of your oil is to filter it regularly. The filtering frequency depends on your cooking volume and the type of oil, but it should be filtered at least once a day.
- **Change the oil when needed.** No matter how frequently you filter your oil, eventually it will have to be replaced. When the oil turns dark brown, starts to smell or makes the food taste bad, then it is time to replace the oil.

CLEANING

General cleaning and maintenance are the best way to assure years of trouble-free service from your commercial fryer. Reference your owner's manual for more product-specific cleaning tips, but read on for a few general cleaning procedures that are synonymous across all brands.

- **Clean the element whenever the oil is filtered or changed.** Any time the oil is drained or filtered from the vat, heating ribbons or elements that are submerged in the oil should be brushed clean in order to maintain proper heat transfer. Also, scrub food crumbs and particles off of the fry-pot walls.
- **Wipe down the exterior at the end of the day.** At the end of the day, be sure to wipe off the exterior of the commercial deep fryer, especially around the rim of fry vat. This is mostly a cosmetic and worker safety consideration as the oil could drizzle to the floor and cause a slip-and-fall hazard.
- **Clean the fry baskets at the end of the day.** Be sure to remove the fry baskets from the vats at the end of the day and run them through the dish machine. Wait until the baskets are dry before placing them back over the oil because water will cause the hot oil to splatter.
- **Boil out every 3-6 months.** A boil out is an intense cleaning of the fry pot and should be performed every three to six months. The old fryer oil is completely drained and the vat filled with warm water and mild cleaning solution. Next, turn the fryer on until the water is simmering, but not boiling, scrub the vat with a long-handled soft-bristled brush, take care not to splash the hot water on your skin or submerge your hands, and allow the solution to simmer for an hour. Finally, drain the solution and rinse the vat with warm water before refilling it with cooking oil.
- **Inspect the fryer annually.** The yearly inspection procedures vary per manufacturer, but you should at least check all fittings to make sure they are tight and inspect the fry pot for leaks. Tighten and replace anything that is loose or worn out.



THE FRYER

Describe the process of lighting, and turning on of your Fryer

Describe the process of turning off, draining and cleaning your Fryer



DAY 4
GRILL (Cont.)

| | | |
|--|---|--------------|
| Date: | Day: | Time: |
| TIME | SKILL / ACTIVITY | |
| | <p>Line Cook Training</p> <p>Set-Up of the Line</p> <p>Continue to work with your Trainer in the Grill position throughout the shift, taking Lead in the position whenever possible, with your Trainer there for support.</p> | |
| | GRILL TEST | |
| | Wrap up meeting with GM or MOD | |
| DAILY LEARNING | | |
| <ul style="list-style-type: none"> <input type="checkbox"/> GRILL position duties/responsibilities & skills <input type="checkbox"/> Continue learning & practicing proper portioning & cooking times for Grill items <input type="checkbox"/> Continued development of communication skills with the 1st & 2nd Base positions <input type="checkbox"/> Improvement in multitasking in the Grill position <input type="checkbox"/> Proper cleaning of the Grill <input type="checkbox"/> Kitchen cleaning procedures <input type="checkbox"/> Grill Training Tracking – Fill in completed items | | |
| Trainee Signature: Positional Trainer Signature: MOD Signature: | | TGM Initial: |

GRILL SET-UP CHECKLIST

□

- Grilled Fish
- Grilled Shrimp
- Tempura Fish
- Tempura Shrimp
- Chorizo
- Bacon
- Eggs (Liquid and/or Whole)
- Fajita Beef
- Fajita Chicken
- Fajita Veggies
- Mixed Veggies
- Huevos Rancheros Veggies

- Grill Screen
- Water Bottle
- Butter Bottle
- Fuzzy Dust

- 12" Flour Tortillas
- 6" Flour Tortillas
- Soft Corn Tortillas

□

- Spatulas
- Grill Scraper
- Steam Dome
- Towels



DAY 5
GRILL (Cont.)

| | | |
|---|---|--------------|
| Date: | Day: | Time: |
| TIME | SKILL / ACTIVITY | |
| | <p>Line Cook Training</p> <p>Set-Up of the Line</p> <p>Work as LEAD in the GRILL position throughout the shift, with your trainer there for support.</p> | |
| | GRILL CERTIFICATION | |
| | Wrap up meeting with GM or MOD | |
| DAILY LEARNING | | |
| <ul style="list-style-type: none"> <input type="checkbox"/> GRILL position duties/responsibilities & skills <input type="checkbox"/> Mastering proper portioning & cooking times for Grill items <input type="checkbox"/> Mastering communication skills with the 1st & 2nd Base positions <input type="checkbox"/> Mastering multitasking in the Grill position <input type="checkbox"/> Continued practice of proper cleaning of the Grill <input type="checkbox"/> Kitchen cleaning procedures <input type="checkbox"/> Grill Training Tracking – Fill in completed items | | |
| Trainee Signature: Positional Trainer Signature: MOD Signature: | | TGM Initial: |

GRILL SET-UP CHECKLIST

□

- Grilled Fish
- Grilled Shrimp
- Tempura Fish
- Tempura Shrimp
- Chorizo
- Bacon
- Eggs (Liquid and/or Whole)
- Fajita Beef
- Fajita Chicken
- Fajita Veggies
- Mixed Veggies
- Huevos Rancheros Veggies

- Grill Screen
- Water Bottle
- Butter Bottle
- Fuzzy Dust

- 12" Flour Tortillas
- 6" Flour Tortillas
- Soft Corn Tortillas

□

- Spatulas
- Grill Scraper
- Steam Dome
- Towels



DAY 6

1st BASE

| | | |
|---|---|--------------|
| Date: | Day: | Time: |
| TIME | SKILL / ACTIVITY | |
| | <p>Line Cook Training</p> <p>Set-Up of the Line</p> <p>Work alongside your Trainer in the 1st BASE position throughout the shift.</p> | |
| | <p>REVIEW – Kitchen Organization, Ticket Calling, Speed & Accuracy, Timing & Ticket completion</p> | |
| | <p>Wrap up meeting with GM or MOD</p> | |
| DAILY LEARNING | | |
| <ul style="list-style-type: none"> <input type="checkbox"/> Proper Stove Top & Oven Use <input type="checkbox"/> Proper ticket calling & item prioritization with the Grill & 2nd Base positions <input type="checkbox"/> To-Go order organization, timing & delegation with 2nd Base position <input type="checkbox"/> Window and Guest Service from the Kitchen side of the window <input type="checkbox"/> Working with the Expo position (if applicable) <input type="checkbox"/> Timing the preparation of menu items for ticket completion <input type="checkbox"/> Speed, accuracy and organization <input type="checkbox"/> Cold Table use, cleaning & maintenance <input type="checkbox"/> 1st & 2nd Base Training Tracking – Fill in any remaining items | | |
| Trainee Signature: Positional Trainer Signature: MOD Signature: | | TGM Initial: |

LINE SET-UP CHECKLIST

| | ☐ | | ☐ | | ☐ |
|----------------------------|--------------------------|---------------------------|--------------------------|--------------------|--------------------------|
| Portioned Creamy Siracha | <input type="checkbox"/> | | <input type="checkbox"/> | Lined Chip Baskets | <input type="checkbox"/> |
| Portioned Buttermilk Ranch | <input type="checkbox"/> | | <input type="checkbox"/> | Salad Bowls | <input type="checkbox"/> |
| Portioned Avoc. Ranch | <input type="checkbox"/> | Green Enchilada Sauce | <input type="checkbox"/> | Plates | <input type="checkbox"/> |
| Portioned Vinaigrette | <input type="checkbox"/> | Red Enchilada Sauce | <input type="checkbox"/> | Baskets | <input type="checkbox"/> |
| Portioned Salsa | <input type="checkbox"/> | Baja Soup | <input type="checkbox"/> | Soup Bowls | <input type="checkbox"/> |
| Portioned Verde Sauce | <input type="checkbox"/> | Mix Mex Rice | <input type="checkbox"/> | 2oz Cups | <input type="checkbox"/> |
| Salad Mix | <input type="checkbox"/> | Cilantro Lime Rice | <input type="checkbox"/> | 2oz Cups Lids | <input type="checkbox"/> |
| | <input type="checkbox"/> | Borracho Beans | <input type="checkbox"/> | 4oz Cups | <input type="checkbox"/> |
| Garlic Sauce | <input type="checkbox"/> | Black Beans | <input type="checkbox"/> | 4oz Cups Lids | <input type="checkbox"/> |
| Shredded Cheese | <input type="checkbox"/> | Refried Beans | <input type="checkbox"/> | Gloves | <input type="checkbox"/> |
| Lettuce | <input type="checkbox"/> | | <input type="checkbox"/> | Ladles | <input type="checkbox"/> |
| Tomatoes | <input type="checkbox"/> | Special Ground Beef | <input type="checkbox"/> | Thongs | <input type="checkbox"/> |
| Cilantro | <input type="checkbox"/> | Shredded Chicken | <input type="checkbox"/> | Spoodles/Spoons | <input type="checkbox"/> |
| Feta | <input type="checkbox"/> | Shredded Brisket | <input type="checkbox"/> | Scoops | <input type="checkbox"/> |
| Onions | <input type="checkbox"/> | Spicy Pork | <input type="checkbox"/> | Knife | <input type="checkbox"/> |
| Pico de Gallo | <input type="checkbox"/> | | <input type="checkbox"/> | Pizza Cutter | <input type="checkbox"/> |
| Guacamole | <input type="checkbox"/> | To-Go (3 compartment) | <input type="checkbox"/> | Towels | <input type="checkbox"/> |
| Sour Cream | <input type="checkbox"/> | To-Go (1 compartment) | <input type="checkbox"/> | Sanitizer Buckets | <input type="checkbox"/> |
| Whole Avocados | <input type="checkbox"/> | Paper Bags (#6) | <input type="checkbox"/> | | <input type="checkbox"/> |
| Siracha Lime Sauce | <input type="checkbox"/> | Paper Bags (#12) | <input type="checkbox"/> | | <input type="checkbox"/> |
| Spicy Chimichurri | <input type="checkbox"/> | Plastic To-Go Bags | <input type="checkbox"/> | | <input type="checkbox"/> |
| | <input type="checkbox"/> | To-Go Bowls | <input type="checkbox"/> | | <input type="checkbox"/> |
| Fuzzy Dust | <input type="checkbox"/> | To-Go Bowl Lids | <input type="checkbox"/> | | <input type="checkbox"/> |
| Cinnamon Sugar | <input type="checkbox"/> | Meal Kits | <input type="checkbox"/> | | <input type="checkbox"/> |
| Oreo Dust | <input type="checkbox"/> | To-Go (3 compartment) | <input type="checkbox"/> | | <input type="checkbox"/> |
| Honey | <input type="checkbox"/> | To-Go (1 compartment) | <input type="checkbox"/> | | <input type="checkbox"/> |
| Icing | <input type="checkbox"/> | Butt Burnin Sauce Packets | <input type="checkbox"/> | | <input type="checkbox"/> |
| | <input type="checkbox"/> | Habanero Sauce Packets | <input type="checkbox"/> | | <input type="checkbox"/> |
| Crispy Tortilla Shells | <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> |
| Tortilla Strips | <input type="checkbox"/> | Taco Paper | <input type="checkbox"/> | | <input type="checkbox"/> |
| Tortilla Chips | <input type="checkbox"/> | Burrito Foil | <input type="checkbox"/> | | <input type="checkbox"/> |
| | <input type="checkbox"/> | Dot-It Dots | <input type="checkbox"/> | | <input type="checkbox"/> |

PROPER STOVE TOP & OVEN USE

The commercial range is the most versatile piece of equipment in your kitchen. They come in various widths and various top configurations. Your range, (open burner range) has 15,000 to 30,000 BTU of input per burner. A visible heat source allows you to make instant and accurate flame adjustments. Each aspect of the range requires special care, that if given, your range will last longer.

MAINTENANCE & OPERATING TIPS

- Keep stovetops and ovens clean. If your stovetop has reflective pans below the burners, you'll save by keeping them clean and shiny. The more reflective they are, the more heat will be directed to cookware. Tin foil can be used to provide a reflective surface also.
- Keeping the stove top clean will help transfer heat to the cookware. The same is true of ovens, fryers, broilers and griddles - the more accumulated debris, the harder it is for the appliance to heat the food, and the more energy will be required to do the job.
- After top grids are entirely cooled, scrape off encrusted matter and soak in water and a good grease solvent.
- Clean clogged burner ports with stiff wire or pipe cleaner.
- Remove any cooked food lodged under burners, lids, rings or plates.
- Never pour water over range top.
- Turn burner valve handles gently. Keep them greased with special high temperature valve grease.
- Use low heat - Whether cooking on the stovetop or in the oven, using the lowest temperature setting possible can save energy. Lower heat also preserves nutrients, retards meat shrinkage, and preserves color.
- Use high flame to start foods cooking quickly, reduce flame to simmer foods.

- Use flat bottom pots to absorb more heat with tight-fitting lids to keep in heat. The contact between cookware and the cook top is important for efficiency. Flat-bottomed cookware will use only about two thirds of the energy as a warped piece of cookware.
- Use equipment that fits the burner - Pots and pans should be one inch larger in diameter than the burner they are resting on. Matching pots and pans to burners will save energy dollars since more of the burner's heat will be absorbed by the cookware.
- Use lids - Lids keep heat in cooking equipment.
- Check flame on commercial gas ranges.
 - **If the flame is jumpy, turn off the burner, and adjust the screw** that secures the flame shutter. Check it again, and make any tweaks necessary.
 - **If the flame is too yellow or white, open the shutter** just a tiny bit to ensure proper air flow. Once you have the flame where you want it, tighten the screw around the shutter.
 - **If the pilot doesn't stay lit, then the port is clogged.** It should be cleaned out with the range unplugged.

CLEANING

During the day, spills happen. Do your best to safely wipe up excess liquids from the range area. At the end of each shift, perform a more thorough cleaning process, implementing some of the procedures below. Before thoroughly cleaning, be sure that the range is off and the top is cool.

- **Clean as you go.** Whenever a spill occurs, be sure to wipe it up immediately. This will prevent the food from becoming baked on to the range top. If a spill extinguishes the pilot light on a gas range, you will need to clean the burner heads and pilot orifice before relighting it.
- **Clean the grates.** The burners can be removed for cleaning. Cast iron grates, common additions to gas ranges, can be cleaned by simply wiping down with a wet cloth. If they are in need of a deeper cleaning, these grates can be soaked in warm soapy water to break down the grease.
- **Clean under the grates or burners.** When your grates and burners are out for cleaning is a great time to clean under them. If your stove has drip trays, remove them and wipe them down. If they are wiped down daily, they will not be as difficult to clean. These can be soaked in warm soapy water if necessary. Wipe down the area underneath the grates.
- **Clean the oven interior.** The oven needs to be cleaned at least once a week, more frequently if there is a spillover. For metal interiors, use a mild detergent and soft cloth.

After cleaning the range at the end of a shift, turn on each burner one at a time and check the flame. What you should see is steady blue flame.



THE STOVE TOP & OVEN

Describe the process of lighting, and turning on, of your Stove Top & Oven.

Describe the process of turning off, and cleaning both the Stove Top, & Oven.



DAY 7
1st BASE (Cont.)

| | | |
|--|---|--------------|
| Date: | Day: | Time: |
| TIME | SKILL / ACTIVITY | |
| | <p>Line Cook Training</p> <p>Set-Up of the Line</p> <p>Continue to work with your Trainer in the Grill position throughout the shift, taking Lead in the position whenever possible, with your Trainer there for support.</p> | |
| | 1 st BASE TEST | |
| | Wrap up meeting with GM or MOD | |
| DAILY LEARNING | | |
| <ul style="list-style-type: none"> <input type="checkbox"/> Leadership of the entire Line throughout the shift <input type="checkbox"/> Continue proper ticket calling & item prioritization with the Grill & 2nd Base positions <input type="checkbox"/> Continue practice of timing the preparation of menu items for ticket completion <input type="checkbox"/> Continue practice of speed, accuracy and organization <input type="checkbox"/> 1st & 2nd Base Training Tracking – Fill in any remaining items | | |
| Trainee Signature: Positional Trainer Signature: MOD Signature: | | TGM Initial: |

LINE SET-UP CHECKLIST

| | ☐ | | ☐ | | ☐ |
|----------------------------|---|---------------------------|---|--------------------|---|
| Portioned Creamy Siracha | ☐ | Queso | ☐ | Lined Chip Baskets | ☐ |
| Portioned Buttermilk Ranch | ☐ | Salsa | ☐ | Salad Bowls | ☐ |
| Portioned Avoc. Ranch | ☐ | Green Enchilada Sauce | ☐ | Plates | ☐ |
| Portioned Vinaigrette | ☐ | Red Enchilada Sauce | ☐ | Baskets | ☐ |
| Portioned Salsa | ☐ | Baja Soup | ☐ | Soup Bowls | ☐ |
| Portioned Verde Sauce | ☐ | Mix Mex Rice | ☐ | 2oz Cups | ☐ |
| Salad Mix | ☐ | Cilantro Lime Rice | ☐ | 2oz Cups Lids | ☐ |
| | ☐ | Borracho Beans | ☐ | 4oz Cups | ☐ |
| Garlic Sauce | ☐ | Black Beans | ☐ | 4oz Cups Lids | ☐ |
| Shredded Cheese | ☐ | Refried Beans | ☐ | Gloves | ☐ |
| Lettuce | ☐ | | ☐ | Ladles | ☐ |
| Tomatoes | ☐ | Special Ground Beef | ☐ | Thongs | ☐ |
| Cilantro | ☐ | Shredded Chicken | ☐ | Spoodles/Spoons | ☐ |
| Feta | ☐ | Shredded Brisket | ☐ | Scoops | ☐ |
| Onions | ☐ | Spicy Pork | ☐ | Knife | ☐ |
| Pico de Gallo | ☐ | | ☐ | Pizza Cutter | ☐ |
| Guacamole | ☐ | To-Go (3 compartment) | ☐ | Towels | ☐ |
| Sour Cream | ☐ | To-Go (1 compartment) | ☐ | Sanitizer Buckets | ☐ |
| Whole Avocados | ☐ | Paper Bags (#6) | ☐ | | ☐ |
| Siracha Lime Sauce | ☐ | Paper Bags (#12) | ☐ | | ☐ |
| Spicy Chimichurri | ☐ | Plastic To-Go Bags | ☐ | | ☐ |
| | ☐ | To-Go Bowls | ☐ | | ☐ |
| Fuzzy Dust | ☐ | To-Go Bowl Lids | ☐ | | ☐ |
| Cinnamon Sugar | ☐ | Meal Kits | ☐ | | ☐ |
| Oreo Dust | ☐ | To-Go (3 compartment) | ☐ | | ☐ |
| Honey | ☐ | To-Go (1 compartment) | ☐ | | ☐ |
| Icing | ☐ | Butt Burnin Sauce Packets | ☐ | | ☐ |
| | ☐ | Habanero Sauce Packets | ☐ | | ☐ |
| Crispy Tortilla Shells | ☐ | | ☐ | | ☐ |
| Tortilla Strips | ☐ | Taco Paper | ☐ | | ☐ |
| Tortilla Chips | ☐ | Burrito Foil | ☐ | | ☐ |
| | ☐ | Dot-It Dots | ☐ | | ☐ |



DAY 8
1st BASE (Cont.)

| | | |
|---|--|--------------|
| Date: | Day: | Time: |
| TIME | SKILL / ACTIVITY | |
| | <p>Line Cook Training</p> <p>Set-Up of the Line for the morning shift</p> <p>Work in the 1st BASE position throughout the shift, with your Trainer there for support</p> | |
| | 1st BASE CERTIFICATION | |
| | Wrap up meeting with GM or MOD | |
| DAILY LEARNING | | |
| <ul style="list-style-type: none"> <input type="checkbox"/> Leadership of the entire Line throughout the shift <input type="checkbox"/> Mastering proper ticket calling & timing with the Grill & 2nd Base positions <input type="checkbox"/> Mastering timing the preparation of menu items for ticket completion <input type="checkbox"/> Continue practice of speed, accuracy and organization <input type="checkbox"/> 1st & 2nd Base Training Tracking – Fill in any remaining items | | |
| Trainee Signature: Positional Trainer Signature: MOD Signature: | | TGM Initial: |

LINE SET-UP CHECKLIST

| | ☐ | | ☐ | | ☐ |
|----------------------------|---|---------------------------|---|--------------------|---|
| Portioned Creamy Siracha | ☐ | Queso | ☐ | Lined Chip Baskets | ☐ |
| Portioned Buttermilk Ranch | ☐ | Salsa | ☐ | Salad Bowls | ☐ |
| Portioned Avoc. Ranch | ☐ | Green Enchilada Sauce | ☐ | Plates | ☐ |
| Portioned Vinaigrette | ☐ | Red Enchilada Sauce | ☐ | Baskets | ☐ |
| Portioned Salsa | ☐ | Baja Soup | ☐ | Soup Bowls | ☐ |
| Portioned Verde Sauce | ☐ | Mix Mex Rice | ☐ | 2oz Cups | ☐ |
| Salad Mix | ☐ | Cilantro Lime Rice | ☐ | 2oz Cups Lids | ☐ |
| | ☐ | Borracho Beans | ☐ | 4oz Cups | ☐ |
| Garlic Sauce | ☐ | Black Beans | ☐ | 4oz Cups Lids | ☐ |
| Shredded Cheese | ☐ | Refried Beans | ☐ | Gloves | ☐ |
| Lettuce | ☐ | | ☐ | Ladles | ☐ |
| Tomatoes | ☐ | Special Ground Beef | ☐ | Thongs | ☐ |
| Cilantro | ☐ | Shredded Chicken | ☐ | Spoodles/Spoons | ☐ |
| Feta | ☐ | Shredded Brisket | ☐ | Scoops | ☐ |
| Onions | ☐ | Spicy Pork | ☐ | Knife | ☐ |
| Pico de Gallo | ☐ | | ☐ | Pizza Cutter | ☐ |
| Guacamole | ☐ | To-Go (3 compartment) | ☐ | Towels | ☐ |
| Sour Cream | ☐ | To-Go (1 compartment) | ☐ | Sanitizer Buckets | ☐ |
| Whole Avocados | ☐ | Paper Bags (#6) | ☐ | | ☐ |
| Siracha Lime Sauce | ☐ | Paper Bags (#12) | ☐ | | ☐ |
| Spicy Chimichurri | ☐ | Plastic To-Go Bags | ☐ | | ☐ |
| | ☐ | To-Go Bowls | ☐ | | ☐ |
| Fuzzy Dust | ☐ | To-Go Bowl Lids | ☐ | | ☐ |
| Cinnamon Sugar | ☐ | Meal Kits | ☐ | | ☐ |
| Oreo Dust | ☐ | To-Go (3 compartment) | ☐ | | ☐ |
| Honey | ☐ | To-Go (1 compartment) | ☐ | | ☐ |
| Icing | ☐ | Butt Burnin Sauce Packets | ☐ | | ☐ |
| | ☐ | Habanero Sauce Packets | ☐ | | ☐ |
| Crispy Tortilla Shells | ☐ | | ☐ | | ☐ |
| Tortilla Strips | ☐ | Taco Paper | ☐ | | ☐ |
| Tortilla Chips | ☐ | Burrito Foil | ☐ | | ☐ |
| | ☐ | Dot-It Dots | ☐ | | ☐ |



CONCLUSION

While we tried to make this manual as comprehensive as possible, we can't possibly include all of the information or advice you're going to need during your time as a Line Cook. Also, policies change, and special instructions may come into play depending on the circumstance. That's why we'll address more of these issues during your training, in shift meetings, and even in special meetings (such as periodic restaurant cleaning meetings).

Additionally, your most important resource when you have questions or concerns about anything related to your job, is your manager. He or she will be able to give you the information you need, and answer any questions you have that are not addressed in this manual.

As you can see, working for Fuzzy's is NEVER supposed to be about the simple clocking in, clocking out, and doing whatever necessary to get from paycheck to paycheck. It's about good food, great service, and a restaurant culture of fun, laid back, funky (though never filthy) and personal interaction. We truly believe that Fuzzy's is every guest's "New Addiction," and we trust you will help us spread that message to everyone who walks through the front door.

Thank you for all of your hard work, and we look forward to having you as part of our Fuzzy's Family for a long time to come!