

FUZZY'S



TACO SHOP

**PREP 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 Prep Cook, you are the Backbone of the restaurant! You have the privilege of being responsible for our signature recipes that will be cooked 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 Prep 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 Prep Cook performs initial portioning and inventory control to prepare all ingredients required for all items on the menu. The Prep Cook additionally assists Line Cooks preparing these food items per order. The Prep Cook is the holder of the Bible, the Fuzzy's Recipe Book.

They are the "**BACKBONE**" 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 safe food handling procedures.
- Wash, weigh, measure and prepare various ingredients for cooking or serving as dictated by the Fuzzy's Taco Shop Digital Recipe Book.
- Assist Line Cooks and other kitchen staff with various tasks as needed.
- Store, date and rotate food in the designated containers to prevent spoilage.
- Operate an industrial dishwasher, washing and sanitizing dishes, kitchen equipment, and utensils as necessary.
- Assist Management with the Inventory/Ordering of food items.
- Organize Food Storage and Equipment



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 Prep 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"** - Although you may not interact with them often, whenever you are around them, you should actively look for ways to help guests. Your job directly affects our guests' satisfaction with their dining experience!
- **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. There may be days with A LOT of prep to do! It is your responsibility to make sure you are able to get it all done.
- **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 Prep 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 items at one time while ensuring the quality of each of our recipes. If you become disorganized, mistakes are more likely to occur.

- **BY THE BOOK** – Here at Fuzzy’s, we pride ourselves on serving unique and flavorful food. The recipe book is the result of many hours of hard work to ensure that these flavors are made consistently in all of our stores. As a Prep Cook, it is YOUR responsibility to make sure that consistency is present in ALL of our recipes. So, although we love creativity, **STICK TO THE BOOK**. You should see this opportunity to make these recipes as a true honor.

- **HONEST** – As a Prep 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 handling guests’ food. 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 prep cook, you are the BACKBONE 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. here.



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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Trainee Signature:

MOD Signature:

TGM Initial:



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 ORIENTATION, PREP	Day 2 PREP, DISH	Day 3 PREP	Day 4 PREP 2, PREP	Day 5 PREP 2, PREP Certification	
Day:						
Date:						
Time:						
MOD:						



DAY 1
ORIENTATION, PREP

Date:	Day:	Time:
TIME	SKILL / ACTIVITY	
	Introduction, Orientation, Paperwork, Brand Materials	
	Restaurant Tour	
	Prep Training Digital Recipe Book (DRB) Introduction, Prep Training Tracking TASTE WHAT YOU MAKE!!	
	REVIEW – Food hierarchy, DRB Orientation, Prep Recipes & Procedures, Opening, Mid-shift (Shift Change), closing duties	
	Wrap up meeting with GM or MOD	
DAILY LEARNING		
<ul style="list-style-type: none"> <input type="checkbox"/> Taco Shop Tour <input type="checkbox"/> Proper Food Storage & Handling <input type="checkbox"/> Prep Storage <input type="checkbox"/> Food Hierarchy Chart <input type="checkbox"/> Food Preparation <input type="checkbox"/> Digital Recipe Book Orientation <input type="checkbox"/> Prep Position duties/responsibilities & skills <input type="checkbox"/> Opening, Mid-Day & Closing Duties <input type="checkbox"/> Daily/Weekly cleaning duties <input type="checkbox"/> Prep Training Tracking – Fill in Completed items 		
Trainee Signature: Positional Trainer Signature: MOD Signature:		TGM Initial:



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."

FOOD HEIRARCHY CHART

NEXT SHELF	COOKED/READY TO EAT FOODS
NEXT SHELF	UNWASHED VEGETABLES / PRODUCE
NEXT SHELF	EGGS (Egg storage requirements may vary based on local guidelines & regulations)
NEXT SHELF	SEAFOOD
NEXT SHELF	WHOLE MEATS
NEXT SHELF	GROUND MEATS
BOTTOM SHELF	POULTRY / CHICKEN / EGGS



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 adhere to our food rotation guidelines.

REFERRING TO THE RECIPES

For every item on our menu, you will find a recipe card. These cards are located in the Prep Book, in the Prep Area, and you will receive additional training related to these cards. Each card specifies the exact ingredients, the utensils and equipment needed to create the dish, 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 card 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 PREP SHEETS

At the beginning of the work day, your manager will complete prep sheets (or a write on a prep board), showing how much of different items, need to be made for the day. Never begin preparing any of the items on those prep sheets without first referring to the amount required for the day. We need to control waste wherever possible.

If you do have left over prep items, store them properly and make sure the manager knows you had leftovers so they can be figured into the prep needs for the next day



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.



PREP COOK OPENING DUTIES (EXAMPLE)

- Grab apron and cloth towels from manager on duty
- WASH HANDS, and put on gloves.
- Grab sanitizer bucket (Red bucket located in dish area)
- 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)
- Fill trash cans with liners (as needed) and place trash cans in designated areas of the prep area.
- Check pre area, and walk-in cooler for any product that may have been left to cool either from the morning or overnight.
- 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.
- Check product with a probe thermometer. If below 41 degrees, place product into the proper storage containers (Label, Date, Refrigerate)
- If management has not already completed one, get with your manager on duty and create the Prep List for the day.
- Check the line and the walk-in cooler for the Prep List items that need to be prioritized first.
- Pull thaw the meats per the Prep List.
- Start prep list for the day (Using the DRB for every recipe)
- On applicable delivery days, put away any PFG or Produce orders that are delivered. If in the middle of prepping an item, properly cover that item, and clean the area off to put away the truck.
- Following FIFO- first in first out. Putting everything away in its proper place, during truck deliveries and throughout the daily prep.
- Assist the Line Cooks throughout the rush as needed.



PREP COOK MID-DAY & CLOSING DUTIES (EXAMPLE)

- If a night prep is scheduled, be sure to notify them of any remaining prep items from the day shift.
- Complete all items on the daily Prep List.
- Check with the manager on duty, to be sure there aren't any additional items needing to be prepped.
- Make sure that all prepped food in the walk-in cooler is properly organized, per the food hierarchy chart.
- Check with the manager on duty, to be sure there aren't any additional items needing to be prepped.
- Starting from the top shelves and working our way down to the table tops, clearing all areas of debris.
- Sanitize all areas of the prep area. (shelves, walls, prep sink, hand washing sinks, walk-in shelves, and drains)
- Pull all prep tables away from the wall and scrub walls clean.
- Sweep the floor in the prep area, under tables, and in the walk-in cooler, clearing it of all debris.
- 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 from the prep area, and replace cans with liners.
- 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.



PREP/DISH WEEKLY CLEANING LIST (EXAMPLE)

		MGR
Monday	Detail clean the dish washer entirely, every surface & inside.	
Tuesday	Clean the walls all over the dish and prep stations with bleach water and scouring pads.	
Wednesday	Take down all cooking pots pans and clean walls behind them, and shelves.	
Thursday	Clean the ice machine (Sides, filter, gaskets and top). Clean ice dispenser in front as well.	
Friday	Pull out everything under the prep tables and clean the surfaces and make sure there is no debris.	
Saturday	Clean all trash cans (inside & out). Also clean out every dust pan. Make sure the entire area is spotless.	
Sunday	Clean the drains in the dish/prep area including the mop sink.	



DAY 2
PREP, DISHWASHER

Date:	Day:	Time:
TIME	SKILL / ACTIVITY	
	<p>Prep & Dish Training</p> <p>Focus on the Prep List, DRB & Recipe Formats</p> <p>Pay attention to the dishwashing station, and acclimate yourself to the workings of the Dishwasher position</p> <p>TASTE WHAT YOU MAKE!</p>	
	<p>REVIEW –Prep recipes, Cooling Foods, Maintaining a Healthy & Safe Environment, Proper Dishwashing Procedures, Dishwasher duties, Dish Machine use, DRB Orientation, Opening, Mid-shift (Shift Change), closing duties</p>	
	<p>Wrap up meeting with GM or MOD</p>	
DAILY LEARNING		
<ul style="list-style-type: none"> <input type="checkbox"/> Cooling Foods <input type="checkbox"/> Maintaining a Healthy Environment <input type="checkbox"/> Maintaining a Safe Environment <input type="checkbox"/> Dishwasher duties/responsibilities & skills <input type="checkbox"/> Dish station: Chemicals & Procedures, Shift Change duties <input type="checkbox"/> Dish Machine use & maintenance <input type="checkbox"/> Prep position Shift Change duties <input type="checkbox"/> Prep Training Tracking – Fill in completed items 		
Trainee Signature: Positional Trainer Signature: MOD Signature:		TGM Initial:

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.

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.



- 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 DISHWASHING

Dishwashing, whether manually or mechanically, is done in foodservice operations to clean and sanitize dishes, small wares, and utensils. If done manually, foodservice employees must use proper dishwashing procedures and monitor these procedures to ensure that sanitizing is done. If done mechanically, employees must use the dish machine properly and monitor that the machine is working properly to ensure proper sanitation.

Dishwashing is a three step process:

- Wash
- Rinse
- Sanitize

Sanitizing can be done with the use of either hot water at the proper temperature or chemical sanitizers at the appropriate concentrations. If sanitizing is not done appropriately, cross contamination can occur.

APPLICATION

Clean and sanitize dishes, small wares, and utensils using proper dishwashing procedures.

- Follow state and local health department requirements.
- Follow manufacturer's instructions regarding the use and cleaning of equipment.
- Follow manufacturer's instructions regarding use of chemicals for cleaning and sanitizing.
- Refer to the Material Safety Data Sheet (MSDS) provided by the manufacturer if you have questions about use of specific chemicals

- Set-up and use the three-compartment sink in the following manner:
 - In the first compartment, wash with a clean detergent solution at or above 110 °F or at the temperature specified by the detergent manufacturer.
 - In the second compartment, rinse with clean water.
 - In the third compartment, sanitize with a sanitizing solution mixed at a concentration specified on the manufacturer's label or by immersing in hot water at or above 171 °F for 30 seconds. Test the chemical sanitizer concentration using an appropriate test strip.
- Use the dish machine correctly.
 - Check with the dish machine manufacturer to verify that the information on the data plate is correct. Refer to information on the data plate to determine wash, rinse, and sanitizing (final) rinse temperatures; sanitizing solution concentrations; and water pressures, as applicable.

Remember:

**Always wash hands before handling clean and sanitized dishes, equipment, and utensils.
NEVER load dirty dishes and then handle clean dishes without washing hands.**

MONITOR CLEANING & SANITIZING PROCEDURES

- Inspect food contact surfaces of equipment and utensils visually to ensure that surfaces are clean.
- Monitor use of three-compartment sink on a daily basis.
 - Monitor the water visually in each sink to make sure it is clean and free of food debris.
 - Take the water temperature in the first compartment of the sink by using a calibrated thermometer.
 - Test sanitizer concentration in the third sink using appropriate test strips if chemical sanitizing is used.
 - Test temperature of water in the third sink with a calibrated thermometer if hot water sanitizing is used.



TAKE CORRECTIVE ACTION to MAKE SURE THAT CLEANING & SANITIZING is DONE PROPERLY

- Drain and refill compartments periodically and as needed to keep the water clean and free of debris.
- Adjust the water temperature by adding hot water until the desired temperature is reached.
- Add more sanitizer or water, as appropriate, until the proper sanitizing solution concentration is achieved.

MONITOR CLEANING AND SANITIZING OF DISH MACHINES

- Inspect food contact surfaces of equipment and utensils visually to ensure that surfaces are clean.
- Monitor use of dish machine on a daily basis.
 - Monitor visually to see if the water and interior parts of the machine are clean and free of debris.
 - Monitor the temperature and pressure gauges to ensure that the machine is operating according to recommendations on the data plate.
 - Ensure that food contact surfaces reach a surface temperature of 160 °F or above if using hot water to sanitize. Check the temperature gauge on the machine but also do a secondary check using a heat sensitive tape or maximum registering thermometer to ensure that appropriate temperatures for sanitizing are reached.
 - Check the sanitizer concentration of the rinse water in chemical dish machines using appropriate test strips.



THE DISHWASHER

List Below the process of turning on, and changing the chemicals of your dishwasher.

List Below the process of testing temperature, cleaning, and turning off your dishwasher.



DAY 3

PREP

Date:	Day:	Time:
TIME	SKILL / ACTIVITY	
	<p>Prep Training</p> <p>Take more of a lead role throughout Prep, with your Trainer assisting you. Focus on the determining the proper order of items to prep, and the proper utilization of time when prepping. As always, continue to use the DRB with EVERY recipe.</p> <p>TASTE WHAT YOU MAKE!</p>	
	<p>REVIEW – Knife Safety, Stovetop & Oven Use, The Robot Coupe, Food Thawing, Timing & Prioritizing, Product Receiving, Prep recipes,</p>	
	<p>Wrap up meeting with GM or MOD</p>	
DAILY LEARNING		
<ul style="list-style-type: none"> <input type="checkbox"/> Cooling Foods <input type="checkbox"/> Knife safety, use & maintenance <input type="checkbox"/> The Robot Coupe, cleaning & Maintenance <input type="checkbox"/> The Blender <input type="checkbox"/> Timing and Prioritizing Prep List Items <input type="checkbox"/> Product Receiving Procedures <input type="checkbox"/> Food Thawing Procedures <input type="checkbox"/> Correct Cutting Board use <input type="checkbox"/> Robot Coupe use, cleaning & maintenance <input type="checkbox"/> Food thawing procedures <input type="checkbox"/> Prep position Shift Change duties <input type="checkbox"/> Prep Training Tracking – Fill in completed items 		
Trainee Signature: Positional Trainer Signature: MOD Signature:		TGM Initial:

KNIFE SAFETY & USE

One of the greatest sources of accidents comes from one of the most commonly used pieces of small equipment, knives. To assure the safest work environment possible, it is essential to follow basic rules for the proper use and care of all equipment used in their operation. There is a variety of knives in the kitchen, and they are used for cutting all types of food. Following the basic guidelines for using knives can help to insure safety in the work environment:

- Concentrate on what you're doing when using a knife. Do not engage in conversation when using knives; pay attention to the task underway.
- Always use a cutting board. Use color-coded plastic boards for different types of food. Avoid using wooden cutting boards because they can retain harmful bacteria.
- Always use sharp knives. Dull blades cause more accidents because they are harder to work with and require more pressure. Sharp knives do not slip as easily and cut easier.
- Choose the correct size knife and appropriate blade for the job. Using a small knife for a task that requires a chef's knife can be dangerous. Using the correct knife can be more efficient.
- Do not hold food in your hand while you cut it. Always cut on the cutting board. Always keep fingers on top of the blade in case it slips.
- Keep knife handles free of grease or other slippery substances. Clean knives are safer to use and help prevent cross-contamination.
- Keep knives away from the edge of the counter to lessen the chance of being knocked off. Step out of the way if a knife is dropped. Never try to catch a falling knife or blade.
- Use knives for their intended purpose. Do not use knives as can openers, screwdrivers, staple removers, or box cutters.
- Wash knives immediately after use. Do not leave knives in a sink of soapy water where they cannot be seen. Keep the sharp edge of the knife away from you when washing.
- Store knives in a knife rack or knife drawer when not in use. Do not store knives with other small objects or leave them lying around.



THE ROBOT COUPE

The Robot Coupe is one of the most used pieces of equipment in the kitchen. With it, you can dice tomatoes, onions, jalapenos, cilantro and even potatoes, while also being able to shred cheese, and feta. With its versatility, comes the responsibility of proper use, cleaning, and maintenance. The required Robot Coupe model for use is the CL50.

Describe the process of setting up, changing blades (which is the proper blade to use), and turning on of the Robot Coupe for the following items:

Tomatoes –

Onions –

Jalapenos –

Cilantro –

Potatoes –

Feta –

Shredded Cheese –



Describe the process of turning off, and cleaning the Robot Coupe.



THE BLENDER

The Blender is a crucial piece of equipment in the Fuzzy's kitchen. With it, you will make Chimichurri (for Green Enchilada Sauce), Spicy Chimichurri, Garlic Sauce, Salsa, and Cilantro-Lime Vinaigrette. The required blender for use is the Waring CB10B 3.75 Horse Power.

Describe the process of setting up, turning on, and using the Blender for the following items:

Chimichurri –

Spicy Chimichurri

Garlic Sauce –

Salsa –

Cilantro-Lime Vinaigrette –



Describe the process of turning off, and cleaning the Blender.



DAY 4		
PREP 2 (Line Prep), PREP		
Date:	Day:	Time:
TIME	SKILL / ACTIVITY	
	<p>Prep 2 (Line Prep) Training</p> <p>Focus your attention on Prep 2 duties, Line Prep Items, and acclimating yourself to the kitchen Line setup. Fill in any Prep 2 Training Tracking items you complete.</p> <p>Prep Training Once the Line is Set-Up and all Line Rpep items are complete, continue work as Lead on the irems on the Daily Prep List</p> <p>TASTE WHAT YOU MAKE!</p>	
	<p>REVIEW – Prep recipes, Line Prep items & recipes, Line Set-Up</p> <p>PREP TEST</p>	
	<p>Wrap up meeting with GM or MOD</p>	
DAILY LEARNING		
<ul style="list-style-type: none"> <input type="checkbox"/> Proper Steam Table use <input type="checkbox"/> Proper Grill Use <input type="checkbox"/> Proper Fryer Use <input type="checkbox"/> Prep 2 duties/responsibilities & skills <input type="checkbox"/> Line Set-Up procedures <input type="checkbox"/> Prep 2 Training Tracking – Fill in completed items <input type="checkbox"/> Prep 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"/>



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).

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 5		
PREP 2, PREP		
Date:	Day:	Time:
TIME	SKILL / ACTIVITY	
	Prep 2 Continue working as Prep 2, focusing on any items you have not completed on your Line Prep Training Tracking sheet.	
	Prep Work the entire shift as Lead Prep Cook	
	PREP COOK CERTIFICATION	
	Wrap up meeting with GM or MOD	
DAILY LEARNING		
<input type="checkbox"/> Prep 2 Training Tracking – Fill in completed items <input type="checkbox"/> Prep 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"/>		<input type="checkbox"/>	Lined Chip Baskets	<input type="checkbox"/>
Portioned Buttermilk Ranch	<input type="checkbox"/>	Queso	<input type="checkbox"/>	Salad Bowls	<input type="checkbox"/>
Portioned Avoc. Ranch	<input type="checkbox"/>	Salsa	<input type="checkbox"/>	Plates	<input type="checkbox"/>
Portioned Vinaigrette	<input type="checkbox"/>	Green Enchilada Sauce	<input type="checkbox"/>	Baskets	<input type="checkbox"/>
Portioned Salsa	<input type="checkbox"/>	Red Enchilada Sauce	<input type="checkbox"/>	Soup Bowls	<input type="checkbox"/>
Portioned Verde Sauce	<input type="checkbox"/>	Baja Soup	<input type="checkbox"/>	2oz Cups	<input type="checkbox"/>
Salad Mix	<input type="checkbox"/>	Mix Mex Rice	<input type="checkbox"/>	2oz Cups Lids	<input type="checkbox"/>
	<input type="checkbox"/>	Cilantro Lime Rice	<input type="checkbox"/>	4oz Cups	<input type="checkbox"/>
Garlic Sauce	<input type="checkbox"/>	Borracho Beans	<input type="checkbox"/>	4oz Cups Lids	<input type="checkbox"/>
Shredded Cheese	<input type="checkbox"/>	Black Beans	<input type="checkbox"/>	Gloves	<input type="checkbox"/>
Lettuce	<input type="checkbox"/>	Refried Beans	<input type="checkbox"/>	Ladles	<input type="checkbox"/>
Tomatoes	<input type="checkbox"/>		<input type="checkbox"/>	Thongs	<input type="checkbox"/>
Cilantro	<input type="checkbox"/>	Special Ground Beef	<input type="checkbox"/>	Spoodles/Spoons	<input type="checkbox"/>
Feta	<input type="checkbox"/>	Shredded Chicken	<input type="checkbox"/>	Scoops	<input type="checkbox"/>
Onions	<input type="checkbox"/>	Shredded Brisket	<input type="checkbox"/>	Knife	<input type="checkbox"/>
Pico de Gallo	<input type="checkbox"/>	Spicy Pork	<input type="checkbox"/>	Pizza Cutter	<input type="checkbox"/>
Guacamole	<input type="checkbox"/>		<input type="checkbox"/>	Towels	<input type="checkbox"/>
Sour Cream	<input type="checkbox"/>	To-Go (3 compartment)	<input type="checkbox"/>	Sanitizer Buckets	<input type="checkbox"/>
Whole Avocados	<input type="checkbox"/>	To-Go (1 compartment)	<input type="checkbox"/>		<input type="checkbox"/>
Siracha Lime Sauce	<input type="checkbox"/>	Paper Bags (#6)	<input type="checkbox"/>		<input type="checkbox"/>
Spicy Chimichurri	<input type="checkbox"/>	Paper Bags (#12)	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>	Plastic To-Go Bags	<input type="checkbox"/>		<input type="checkbox"/>
Fuzzy Dust	<input type="checkbox"/>	To-Go Bowls	<input type="checkbox"/>		<input type="checkbox"/>
Cinnamon Sugar	<input type="checkbox"/>	To-Go Bowl Lids	<input type="checkbox"/>		<input type="checkbox"/>
Oreo Dust	<input type="checkbox"/>	Meal Kits	<input type="checkbox"/>		<input type="checkbox"/>
Honey	<input type="checkbox"/>	To-Go (3 compartment)	<input type="checkbox"/>		<input type="checkbox"/>
Icing	<input type="checkbox"/>	To-Go (1 compartment)	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>	Butt Burnin Sauce Packets	<input type="checkbox"/>		<input type="checkbox"/>
Crispy Tortilla Shells	<input type="checkbox"/>	Habanero Sauce Packets	<input type="checkbox"/>		<input type="checkbox"/>
Tortilla Strips	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Tortilla Chips	<input type="checkbox"/>	Taco Paper	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>	Burrito Foil	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>	Dot-It Dots	<input type="checkbox"/>		<input type="checkbox"/>

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!