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## ***Introduction***

Welcome to the Li'l Rizzo's team! As a cook, it will be your responsibility to prepare all of the food and menu items. Our homemade recipes are made with top quality ingredients and we depend on you to consistently execute each recipe. Many of our family recipes originated in St. Louis from "the hill"--an Italian neighborhood known for its authentic ingredients and made from scratch recipes.

We take our food very seriously--that's why we've invested in top of the line equipment, training and you! Please read this training handbook thoroughly. Most of your training will be hands-on, but this information will outline the foundation of your job and our expectations. This written material and your on-the-job training will help you achieve our high quality standards for food, knowledge and cleanliness. Again, welcome to the team.

## ***Teamwork***



***Teamwork is everyone working together to satisfy our guests.***



***Do your best to honor any guest request.***

Teamwork is an important part of our kitchen operation and our guest service. In the kitchen, the food can only be prepared and served if all four stations--pizza, pasta, fry/salad and prep--are working together. If your opening set-up is complete, help out another station with their opening work.

Working together as a team with the dishwasher and expediter is equally as important. The dishwasher ensures that you have clean plates to serve the food on and clean utensils to prepare the food. It is everyone's job to run dishes and keep the dish area clean before the dishwasher's shift. The expediter is the last person to check on the food presentation and the correctness of the order. You need to work together to serve the best food at its peak moment to our guests.

Teamwork with the front of the house should be a top priority. The servers deal directly with the guests. The guests pay our salary. We must do whatever it takes to honor a request or special order.

Teamwork with your fellow cooks and employees in the back of the house and front of the house will benefit everyone by:

- ensuring guest satisfaction
- putting pride in our food, beverage and service
- maintaining a clean, organized and smooth running restaurant.

## ***Position Responsibilities***

In the kitchen, there are four cooks positions:

1. Pizza
2. Pasta
3. Fry/Salad
4. Prep

These stations work together with the dishwasher and expeditor. Each station is responsible for specific menu items, kitchen equipment and station set-up. As a cook in any of the stations, you are responsible for the following:

- Come to work in a clean uniform.
- Arrive on time for your scheduled shift.
- Clean and sanitize your station before you start.
- Check the prep sheet and your station and organize your priorities.
- Maintain a clean station throughout your shift. Immediately clean equipment and the area after use.
- Date, initial and rotate all food products.
- Use a recipe when preparing any item.
- Practice teamwork at all times.
- Observe safe food handling practices.
- Observe safety rules and regulations.
- Report any malfunctioning equipment or food loss to the Kitchen Manager.
- Follow daily, weekly and monthly cleaning schedules.
- Check out with the Kitchen Manager or Manager at the end of your shift.

## ***Station Functions***

The following is an outline for opening, cooking and close down duties for the pizza, pasta and fry stations.



***Make sure equipment is functioning properly:***

- ***Walk-in at correct temp.***
- ***Pizza oven heating to proper temp.***

### **OPENING**

1. Turn on vent-a-hoods.
2. Turn on pizza oven.
3. Set up sani-bucket and sani-spray.
4. Sanitize work station.
5. Check and restock freezer and cooler, as necessary.
6. Restock under line reach-ins, salad reach-in and drawers.
7. Check fryers. Make sure they are on and up to temperature.
8. Refer to Prep List and complete all prep for the day.
9. Fill with water and turn on steamtables to desired holding temperature.
10. Set up flat-top with water and sauces.
11. Set up line with utensils and smallwares.

**PRIOR TO OPENING**

1. Double check line against line check sheet. Fix any problems.
2. Turn heat lamps on (food pick-up window).

**AFTER LUNCH RUSH**

1. When business dictates, turn off or turn down equipment.
2. Restock cold and hot lines.
3. Restock cooler and freezer.
4. Help prep person as needed.
5. Double check line for p.m. shift. Restock anything you used.
6. Clean up for night shift (all counters, floors, equipment, etc.).
7. Check out with Kitchen Manager.
8. Time out.

**P.M. RESPONSIBILITIES**

1. Immediately check your station for cleanliness and products (back ups are most important). Stock when needed. Label all products.
2. Check both cold and hot line temperatures and check to see if any pans need changing (i.e. soup, marinara).
3. Double check line and equipment for any problems.
4. After dinner rush, when business dictates, turn off equipment. Begin closing procedures by changing out all pans, cleaning equipment and restocking of line. Restocking is most important because it will ensure a smooth opening for the next day.
5. Sanitize your station and equipment.
6. Prior to closing, check with manager to see if the shortening needs to be changed. If not, be sure to filter.
7. Check out with Kitchen Manager.
8. Time out.

**Sanitation**

**Sanitation means keeping food items, equipment and the people who handle them free from disease-causing bacteria and germs.**

Sanitation means keeping food items, equipment, and the people who handle them free from disease-causing organisms (bacteria and germs). Every single person who handles and/or prepares food has a set of guidelines and health standards to prevent food contamination.

- Bacteria is all around us and can easily contaminate food if it is allowed to grow and multiply. This causes spoilage and food poisoning.
- Bacteria will thrive if we supply them with food, warm temperatures, and moisture; they multiply very rapidly given these conditions. Our job is to keep food either very hot or very cold, to remove as much moisture as possible and be as sanitary as possible.
- If unsanitary conditions exist in your restaurant, then your restaurant is probably in violation of health codes and regulations that could result in penalties being assessed by the Health Department.
- These conditions are not only set up for equipment and the restaurant, but

there are guidelines for personal hygiene as well.

### **PERSONAL HYGIENE**

1. Smoke and eat in assigned areas of your restaurant.
2. Use deodorant, and keep your fingernails short and clean. Maintain clean teeth, hands, hair, and body.
3. Use a moderate amount of cologne (perfume) and cosmetics. A minimal amount of jewelry should be worn. Jewelry can become entangled in equipment and cause loss of fingers or even a limb.
4. Wear a hair restraint at all times (hats or hair nets).
5. Wear plastic gloves when preparing food. Be careful not to handle food with infectious cuts, burns or boils on you. Cover cuts with band-aids or bandages.
6. Always wear clean aprons, and change into a clean apron when one gets soiled. Never wipe hands on the apron, use a clean towel.
7. Use tongs or utensils to handle food whenever possible.
8. Do not eat or drink in food preparation areas, or when preparing foods.
9. Wear comfortable leather shoes or work boots with non-slip soles.
10. Always wear a clean uniform and never leave soiled or dirty uniforms at the restaurant.



***Wash your  
hands often.***

### **HAND WASHING PROCEDURE**

Hands should be kept clean. Wash your hands often and always after coughing, sneezing, smoking, using the restroom or eating. Never use the food preparation sinks to wash your hands.

- Wet your hands with warm water.
- Use soap to build up a good lather.
- Wash both hands thoroughly, up to the elbows.
- Rinse, and wash hands again.
- Dry with an air dryer or disposable towel.

### **SANITARY SOLUTION AND SPRAY**

This solution is safe to use on all equipment and food contact surfaces. This solution requires no rinse or wipe down after use. The bleach content makes it so unstable that it evaporates very rapidly.

1. Use the proper solution according to the regional Health Department Codes. Consult your Manager for the proper ratio for your restaurant.
2. Label container "Sani-Spray Solution."
3. Plastic spray bottles should be used for application.
4. After cleaning of equipment and counters, spray generous amount of

solution. Do not rinse, wipe, or dry.

5. Always maintain clean towels for use with Sani-Spray solution.

#### **KITCHEN CLEANLINESS**

1. A sanitary solution is to be made accessible in the kitchen at all times. All cloths used to wipe counters should be rinsed frequently in this solution.
2. Sani-Spray solution should be used on all food contact surfaces after they have been cleaned or when switching from one food product to another.
3. Mops should be washed in hot water and hung to dry. Mop buckets should be rinsed immediately after use and stored after use.
4. All cleaning products, insecticides, poisons and chemicals must be stored away from food.
5. Invert all pots and pans, food storage containers, and trays after cleaning.
6. Cleanliness and organization should be maintained at all times in walk-in, freezer, dry storage and employee break areas.
7. All kitchen equipment should be maintained and cleaned on a regularly scheduled basis.
8. Microwave oven cavities and door seals should be cleaned regularly.
9. Food contact surfaces and kitchenware should be washed, rinsed and air dried after each use or after an extended period of non-use.
10. Non-food contact surfaces should be cleaned as necessary.

## ***Food Handling***



***The temperature danger zone is between 45° and 140°.***

1. The temperature danger zone for food is between 45° and 140°F.
2. Hot food should be held at no less than 140° F (unless state or local laws dictate differently).
3. Refrigerated items should be held at no higher than 45°F (unless state or local laws dictate differently).
4. Prepared food that is to be reheated should be reheated rapidly to at least 165°F.
5. Frozen items should be maintained at 0° to 10°.
6. Thawed items should be stored in a drip pan in the walk-in. This avoids products sitting in their own juices or blood which may cause spoilage.
7. Do not store raw products over ready to eat foods.
8. Fresh produce should be washed to rid it of insecticides and bacteria.
9. Temperature checks of hot and cold foods should be made frequently to assure correct holding temperatures.
10. Thermometers should be placed in all refrigeration units to assure that they are functioning properly.
11. Utensils and knives should be cleaned and sanitized when switching from one food item to another.



**Plastic gloves should be worn by anyone handling food.**

12. Hot food requiring refrigeration should be cooled rapidly.
13. Hot food should be stored in shallow pans so the interior can cool as well as the exterior. An ice bath is another method for cooling foods.
14. All raw and prepped products should be properly rotated, dated, and labeled as well as initialed and stored properly.
15. Plastic gloves should be worn by anyone handling food.
16. All food (refrigerated or dry storage) must be stored at least 6" off the floor (unless state or local laws dictate differently).
17. Partially used canned goods must be emptied and stored in the proper containers.
18. Metal utensils should be removed from food products when not in use.
19. Incoming products should be checked for quality. Do not accept sub-par products or swollen or leaky cans.

***Temperatures for Safe Food***

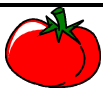
**FOOD HANDLING AND STORAGE**

- 212° Boiling point of water. Most bacteria will be destroyed at this temperature.
- 165° Most harmful bacteria killed in food cooked to this temperature. Minimum temperature to which cold foods should be reheated to.
- 140° - 45° The Temperature Danger Zone. Bacteria thrives.
- 35° - 40° Ideal temperature for holding cold food in storage.
- 32° Freezing point of water.
- 0° Ideal temperature for holding food in frozen storage.

**TABLEWARE AND UTENSIL SANITATION TEMPERATURES**

- 195° Maximum temperature for mechanical rinse.
- 180° Mechanical rinse at nozzle.
- 170° Minimum rinse temperature.
- 150° Temperature for mechanical dish washing.
- 120° Water temperature for hand dish washing.

***Product Venting and Cool Down***



**Hot products must be covered and vented to prevent spoilage.**

In our business there is a certain amount of hot product each closing shift that must be properly stored and cooled down. If any product is hot, it must be covered and vented to prevent any spoilage. Any items that are covered with foil can be vented by gently placing a hole about the size of your thumb in the foil on each side of the pan. However, be absolutely sure that no foil comes in contact with the product. This can and will cause product discoloration and possibly spoilage. In addition, products that are stored with lids can be vented by placing the lid in a crooked fashion across the top of the pan. Remember -- we must always date, initial, and rotate all containers.

To properly vent all our hot products is not enough to ensure proper cooling. We must also supply them with an adequate amount of cool air. To properly supply them with this cool air flow, we must allow each pan at least two inches of space between them and the next pan. This allows cold circulating air to surround all sides of the pan and assures us that the product will cool down in the shortest amount of time possible. So remember:

1. Vent all foiled products.
2. Place lids crooked on top of pans that require lids.
3. Allow two inches of space between pans for proper air flow.

### STEAM REGENERATION

Steam regeneration can be eliminated along with the increased chances for spoilage by following the proper venting and cool down procedures. By placing an air tight lid on top of a hot product, we have not allowed an escape of steam to ensure rapid cool down which, in turn, assures a safe product. Without venting, steam will continue to heat the pan the product is being stored in. Time wise, it will take approximately twice as long to cool down and will drastically increase the chances of contamination, spoilage, and bacteria growth.

### COOLING DOWN LARGE QUANTITIES OF PRODUCT

To properly cool down large quantities of products, we must again make some special considerations. Large quantity products will take excessively long periods of time to cool down. Because of the amount of the product or the density (thickness), the products will remain in the temperature danger zone (45° to 140° F) too long and will increase the chances of contamination or spoilage and decrease their shelf life.



***An ice bath will help food products cool down at a faster rate.***

### ICE BATH

To assist products in cooling down at a faster rate, use an ice bath.

1. Fill sink with ice and water.
2. Place product in a metal (large and shallow) pan or pot.
3. Place the product in the ice for about 45 minutes.
4. Stir product.
5. Remove from the ice bath and transfer to the proper storage container.
6. Label, date, initial, rotate and place in walk-in.

When closing down the line at night, all hot products must be cooled down before being placed in the walk-in.

## Shelf Life

***Shelf Life Definition: a specific period of time that a food item is acceptable to serve.***

Determination of the maximum allowable shelf life is decided by product quality and microbiological standards. Interpretation of shelf life is as follows:

Each day is divided into "2 shifts" - Opening through 4:00 p.m. (1st shift period) and 4:00 through close (2nd shift period).

Fresh daily                      =                      1 shift period



2 day shelf life	=	4 shift periods
3 day shelf life	=	6 shift periods
4 day shelf life	=	8 shift periods
5 day shelf life	=	10 shift periods

Shelf life begins on the shift that the item is prepared and is included in calculation of the shelf life.

Examples:

**Fresh Daily**

- Diced tomatoes prepped at 10:00 a.m. on Monday would be acceptable to use until closing on Monday evening.
- Diced tomatoes prepped at 10:00 p.m. on Monday would be acceptable to use until closing on Monday evening.

**2 day Shelflife**

- Salad bags prepped at 12:00 Noon on Monday would be acceptable to use until closing on Tuesday.
- Salad bags prepped at 11:59 p.m. on Monday would be acceptable to use until 4:00 p.m. on Wednesday.

**3 day Shelflife**

- Chicken salad prepared at 11:00 a.m. on Monday would be acceptable to use until closing on Wednesday.
- Chicken salad prepared at 11:00 p.m. on Monday would be acceptable to use until 4:00 p.m. on Thursday.

**ROTATION AND DATING**

In rotation, our goals are fresh product of high quality and a low food cost. All products must be rotated. Remember First In First Out (FIFO). Dating and initialing the products is a must in order to know what is to be used first. All products must be dated and initialed both on the lid (or cover of container) and on the container itself. This prevents any possible mix ups that might occur to the lid, yet date/label information is visible from the side and top.



Any items that are prepped should be stored in the appropriate containers, covered and labeled as to what it is and dated as to when it was prepped. All leftover products should be rotated to the front so they will be used first, and then the fresh product will be used when all leftovers have been used.

All product, when received, has to be rotated and dated so all leftovers will be consumed before the new products. All meat products, dairy products, frozen products, etc. have to be rotated.

With a good rotating and dating system, all products will be fresh all the time, and we should never have to throw out something that is fresh. So remember: first in first out; label, date, initial, and rotate.

- \*Different products require different rotation. Some examples could be:
- left to right
  - top to bottom
  - front to back
  - first in first out
- One or more of these examples are used in our kitchens.

**FOOD LABELING**

When labeling, the following example is to be used:



Things to be listed on label:

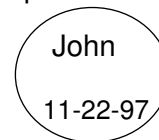
- Item
- Date
- Time item was finished
- Initials or name (day dot optional).

Placing date and time will enable the maximum allowable shelf life. By initialing, managers will be able to correct any mistakes or praise employees for a job well done.

**DAY DOT SYSTEM**

Day dots are used on portioned product only, not prepped product. When portioning food, it is important to day dot, cover and store the finished product correctly. To quickly and easily identify the day the prep was completed, use the color coordinating day dot to mark each portion. Also, you will want to mark the following:

1. Name or initials
2. Date



Day dots are great for use on pasta portions, chicken portions, etc.



**Food labeling  
will enable the  
maximum  
allowable shelf  
life.**

**Recipes**

It is infinitely important to follow all instructions and proper measurements on all recipes exactly! These steps must be taken to ensure that all of our products have the correct color, taste, and consistency, everyday at the Li'l Rizzo's where you work and the one across town.

When using a recipe you should know the following:

- **Volume** - measured with measuring cups and spoons.
- **Weight** - measured using a scale.
- **Quantity** - measured by the number of the item to be used.

**Example:** 1. 8 oz. of diced onions under the "volume" column would mean one cup of diced onions.

2. 8 oz. of diced onions under the "weight" column would mean



**Read through  
the entire recipe  
first.**

something entirely different. 8 oz. would be weighed out on a scale.

Some important things to remember:

1. Read through the entire recipe and gather all required ingredients before starting to make the product.
2. Incorporate all principles of sanitation and food handling when preparing recipes.
3. After finishing recipe, place product in proper container with proper labeling. Store as needed using proper rotational procedures.
4. "Clean-On-The-Go" before moving on to next recipe.

Reading the recipe and using correct measurements will limit the waste and keep the food products consistent.

## Prep Sheet

### EXPLANATION OF PREP SHEET

Items on the prep sheet are found in the recipe book. Also listed on the prep sheet is the shelf life of the particular item. This is used to assist the manager when doing his inventory to either throw away or count the item as part of existing inventory.

**Inventory Column** This column is used by the manager or whoever is preparing the prep sheet to take an actual physical count of usable product on hand, meaning product still within shelf life.

**Par Column** Pars are established from a master prep par list which takes into account average product usage for that day. These pars are set up through the usage of product mixes. These pars must be constantly updated due to increases or decreases in sales.

**Prep Column** After an inventory has been taken, the manager must build to his/her par level. This is the equation:  $\text{par level} - \text{inventory level} = \text{prep level}$ . Prep levels will be distinguished by a notation which is commonly seen as 1X, meaning one time recipe.

Example: cream sauce is inventoried at 1X in house. The par for cream sauce is 3X, therefore  $3X - 1X = 2X$ . A 2X of cream sauce must be prepped that day.

**Name Column** This column is used to organize the prep list and hold those assigned to the particular item accountable. If a mistake was made or a job well done those people will be addressed accordingly.

*Note: Once an item has been started, highlight just the item to indicate to others that the item is being worked. Once it has been completed, highlight the rest.*

## Ticket Reading



**Communication  
is vital to  
coordinating the  
orders.**

We operate with a remote printer system. Tickets will print at the pizza, pasta and fry station. Check the following on each order:

- server name
- table number
- items rung in correctly
- special instructions.

We use a first in first out system which means your first ticket becomes your lead or oldest ticket. Place this ticket to your right. Place incoming tickets in the order they are rung from right to left.

When an order is complete, put the plate in the window with the ticket. If your item goes with an item from another station, there will be a star or asterisk on the ticket. When you receive an order with an asterisk, make sure to coordinate the order with the other station. Communication is vital to coordinating the orders and serving our guests the best quality food.

## Kitchen Terms

1. **"All Days"**: Total number of working menu items by station. For example:

"I've got 25 toasted raviolis all day on the fry station."

2. **"86"**: Term used when the kitchen is out of a particular item or when a customer has requested an item to be withheld from the normal plate presentation.
3. **Blanch**: To immerse in boiling water or oil in order to loosen skins, partially cook, and heighten color and flavor.
4. **Chop**: To cut into small pieces. A "chop" is a much larger size piece than mincing or dicing.
5. **Dice**: To cut into small pieces, usually 1/8" x 1/8" or 1/4" x 1/4".
6. **"Hammer Time"**: 1 hour before closing.
7. **Ice Bath**: Procedure used to cool down a hot product at a quick rate before refrigerating.
8. **"On The Rail"**: When a specific menu item is needed immediately, it takes priority over the other tickets.
9. **Shelf Life**: Term used to describe the length of time that a product can be stored without loss of quality.
10. **Simmer**: to heat liquid until it just begins to steam, but does not come to a boil.
11. **Spoons**:
  - **Measuring Spoons**: Used to measure ingredients and spices. Consists of tablespoon, teaspoon, 1/2 teaspoon, and 1/4 teaspoon, and are usually made of aluminum or plastic.
  - **Ladles**: Stainless steel "bowls" of various ounce sizes attached to a long stainless handle. Ladles come in many sizes.



**“On the Fly” –  
This item takes  
priority.**

- **Perforated Spoons:** Long-handled stainless spoons with holes in the bowl shaped end. Used to scoop and portion food without getting the juices.
  - **Slotted Spoons:** Long handled stainless spoon without holes or slots. Used for portioning food.
  - **Sporkette:** A cross between a spoon and a fork used to assist with straining and serving pasta.
12. **“On the Fly”:** Term used to describe a rush item or a rush check. This term should be used very infrequently. This item must take priority.
  13. **“Way Back”:** The line is very busy and before getting behind in your work, you should call the Kitchen Manager to help.

## Kitchen Tools



**Cutting Boards –  
Clean and  
sanitize after  
each use.**

**Ansul System** Emergency back-up fire system for cook's line which releases a powdery substance during a fire.

**Can Opener** Clean after each use. Location: Prep Table

**Cheesemelter** Overhead heat source used to melt cheese for burgers and to toast bread and buns.

**Colander** A large bowl shaped utensil with many holes. Used for draining, straining or washing food.

**Cutting Boards** Used for cutting, dicing or slicing.

- a. Wash by hand only.
- b. Clean and sanitize after each use.
- c. Place a towel underneath to keep from sliding when in use.

**Fry Baskets** Used to submerge products into hot oil during frying.

### **Knives**

**Bread Knife:** Has a serrated edge. Used for cutting bread and sandwiches.

**Chef or French Knife:** 8" or 10" large smooth edged knife used for slicing and dicing raw and cooked vegetables and meat.

**Paring Knife:** Small knife with smooth edge usually approximately 4" to 6" long. Used to trim produce and cut bar garnishes.

Location: Hung on magnetic knife rack

- a. Sharpened regularly (usually daily).
- b. Cleaned and sanitized after each use.
- c. Hand wash only (never put through the dish machine).
- d. Hang knives with blade down.

**Lexans or Cambros** Durable plastic containers used for storing food.

- a. Always washed at dish area and stored upside down.
- b. Round and rectangular shapes (many sizes, shapes and depths).

### **Measuring Utensils and Tools (cups, spoons)**

Location: In drawers, on magnetic utensil rack and peg board

- a. Always use level measurements.



**Use the recipe –  
Don't memorize.**

b. Always use measuring tools.

**Pots, Pans and Holding Containers (various sizes)**

- a. All different items stored properly and upside down.
- b. Always sent through dishwasher.

**Recipe Book or Box** Location: Prep Area

- a. Follow recipe. **Don't memorize.** Follow procedure.
- b. Measure accurately (be precise).

**Sanitizer and Spray Bottles** Location: In/around prep area or cook's line

- a. See your Kitchen Manager for the correct sanitizer to water ratio.
- b. Used regularly on utensils, knives, countertops, cutting boards and equipment.

**Sheet Pans** Large pans used for food storage, cooking or baking in full size (18" x 26") and half sizes.

**Spatulas**

- a. Metal spatulas: Used for burgers, kept on line.
- b. Rubber spatulas: Used to scrape any excess food from containers.

**Stainless Steel Pans and Plastic Pans**

- a. 1/6 Pans: Used for holding hot and cold products on cook's line.
- b. 1/3 Pans: Used for holding hot and cold products on cook's line.
- c. 1/2 Pans: Used for holding larger quantities of hot and cold product.
- d. 1/9 Pans: Used for holding cold products on cook's line.

**Utensils**

- a. Tongs: Long or short handled.
- b. Serving Spoons: Used for stirring or serving.
- c. Ladles: Used for correctly and accurately portioning products.
- d. Perforated or Slotted Spoons: Used for stirring and to scoop and portion food without juices.
- e. Whips: Used to stir or mix products.
- f. Sporkette: Cross between a spoon and fork used to strain and serve pasta.

## Kitchen Equipment

Some equipment that may be unique to Li'l Rizzo's or that you may not have operated before includes:

- Pizza Oven
- Calzone Maker
- Dough Spreader



**Always report  
faulty equipment  
to your KM.**

Your trainer will instruct you on the operation of each piece of kitchen equipment. You must be trained before you operate any kitchen equipment unsupervised. Equipment must be cleaned and sanitized after each use. Unplug equipment prior to cleaning. Always report any faulty switches, malfunctioning equipment or frayed wires to your Kitchen Manager.

**MICROWAVE****Parts of a Microwave:**

1. **On-Off Switch/Dial:** Dial must be on full power.
2. **Timer Buttons/Dial:** Replace all broken or missing buttons and dials.
3. **Ready Light:** Light will come on when door is opened, and will remain on when door is shut for 60 seconds. To reinitiate operation cycle, open door and wait for 10 seconds.
4. **Operating Light:** Microwave is in operation when illuminated.
5. **Handle/Door Window:** Don't slam; treat it gently. Don't allow grease or food particles to build up. Must be kept thoroughly clean to prevent damage of surface or loss of power.
6. **Filter:** Must clean all filters at least once a week. Filters must be completely dry before being placed in microwave. Destroyed filters must be replaced. All microwaves must operate with clean filters.
7. **Oven Light:** Microwave will operate with light out. Replace burned out bulbs immediately.
8. **Electrical Cord/Plug:** All plugs are 3-prong. Always grasp plug by base when unplugging.
9. **Cavity:** Wipe up all spills as they occur. Don't allow grease or food particles to build up. If floor or cavity is cracked or punctured, DO NOT USE.
10. **Bell:** When timing cycle is done, the bell will sound.

**KITCHEN SCALES****Setting the Scale for Use**

Scales are used to accurately measure specified amounts or portions of a product for prep or serving. There are two types of scales:

1. **Pound scale** measures 0 to 100 pounds. Used for meats, inventory, or other large items.
2. **Ounce scale** measures items 2 pounds or less. Used for portioning ingredients or prep.

Dial	Indicates the setting
Needle	Points to the weight of the product
Adjusting Saw	To adjust and set the needle for proper weight/portioning
Platform	Where the item to be weighed or portioned is placed. Use paper, plastic or a container. Never set food directly on the platform.

Lift and carry a scale only by the base.

In order to weigh or portion the correct amount, weight allowance must be made for the container being used to hold the product. To make this adjustment, place the empty container on the platform and turn the adjusting screw until the needle points to zero. It is now ready to begin weighing/portioning.

**Cleaning**

The person using the portion scale is responsible for cleaning immediately after use. Wipe the surface of the scale with a clean damp cloth to remove all food



**Never run scales through the dishwasher.**

particles. Spray a light mist of sani-spray solution over all surfaces of the scale. **Never run scales through the dishwasher.**

#### Storage

Place the scale on designated shelf. Never stack or store anything on top of the scale.

## ***Kitchen Closing Checklist***

### **FOOD PRODUCTS**

- Proper, clean containers, labeled (initial, date dot), wrapped, rotated.
- All pans pulled and wiped behind.
- Back up par levels.
- All utensils put in one container and on line.
- All items to be reheated in plastic containers.
- No food left out or uncovered.
- Designate a section of the walk in for organization and easy inventory in the a.m.

### **CHEF'S TABLE**

- All stainless wiped thoroughly both inside and out.
- Look for condensation, fan running, fan covers (clean), temperature 35° - 45°F.
- Handles clean, free of debris, in working order.
- Hot/cold wells drained, dry, clean.
- Lining on doors and drawers free of debris/clean.
- Inside shelving wiped thoroughly.
- Cutting boards cleaned, sanitized with bleach water, left propped up to dry.

### **FOOD WINDOW**

- Heating elements off/wiped clean.
- Columns wiped/clean.
- Plateware moved, wiped underneath, restocked.
- Stainless detailed all sides (underneath, ledges).
- Wall areas wiped/clean.
- Storage areas organized, cleaned, wiped.
- Printers wiped clean.

### **MICROWAVES**

- Outside/inside wiped clean.
- Looking for handles clean, free of debris.
- Fan covers clean, no build up.
- Underneath, around the base on top of all clean.
- Watch cords, wipe nightly.

### **REACH IN FREEZER/COOLER**

- Restock, both sides.
- Rotation of product, check shelf lives.
- Bottom wiped clean.
- Handles wiped clean.
- Doors and sides all wiped down.
- Fan covers/gaskets inside door.



- Coils/fan covers on motors.
- Look for fan running, temperature 0° - 10°F / 35° - 45°F.
- All doors locked and lights off.

**FRYERS**

- Check bottom while empty; clean, free of debris, no carbon build up.
- Filter changed and unit cleaned.
- Fryer grease clean of debris, grease filtered (fresh grease every 3 - 4 days depending on business).
- All stainless wiped, shiny (front, back, top, sides).
- Concentrate on detail - look for carbon build up.
- Grease covered at end of night.

**CHEESEMELTER**

- Outside wiped down, shiny (no grease build up).
- Check top to make sure it was wiped.
- Check underside - make sure it was wiped.
- Rack cleaned of debris build up.
- Particle catch clean, dry and refoiled.

**HOODS**

- Grease catches emptied, clean, dry.
- Filters pulled, ran through dish, wiped behind.
- No grease build up, stainless shiny.
- All light bulbs on and proper wattage on bulbs, all bulbs have covers on them.
- Outside wiped clean and shiny.
- Do not use stainless steel polish on inside of hoods. Only use degreaser and dry towel.

**PREP AREA**

- Sinks and surrounding area clean, dry (walls).
- All counters wiped clean, dry.
- Dry goods organized.
- Underneath prep tables wiped and organized.
- Shelving for plateware organized.

**BACK WALL**

- Wiped down completely (end to end, top to bottom).
- Equipment pulled away and wiped behind.
- Gas pipes wiped free of debris.
- Ansil pipes cleaned of grease.
- Do not use a stainless steel polish. Only use degreaser and dry towel.

***Knives — Uses, Sharpening and Safety***

***Use the correct  
knife for the job.***

There are several types of knives and each has a certain purpose:

1. Chef or French Knife (large): used for dicing and slicing.
2. Chef or French Knife (small): used for dicing and slicing.
3. Paring knife: used for peeling and coring.
4. Serrated Bread Knife: used for slicing bread.
5. Tomato Shark: used for coring

All knives are stored with the point facing down in the knife rack. When carrying a knife, be certain to carry at your side with the tip facing down.

### SHARPENING STONE AND STEEL

It is very important to maintain a quality blade on the knives. Listed below is an explanation of how to use the sharpening stone and steel.

1. A sharpening stone has two sides. Each side has a different surface: coarse and fine. Always work from the coarsest to the finest side.
2. The stone needs to be lubricated to reduce friction. There are two types of stone:  
Dry Stone can be lubricated with water. Use enough water to evenly moisten the sharpening stone.  
Pre-Oiled Stone must continue to be oiled. This must be done with a honing type oil.
3. Grasp the handle of the knife with one hand and set the cutting edge of the blade to the stone at a 20° angle. Begin at the heel (fat end) of the knife and continue to draw towards you until the entire surface of the blade has been passed over the sharpening stone. Maintain even (light and steady) pressure and a 20° angle. Repeat this drawing procedure three times.

Turn knife over and repeat the same process on the opposite side of the blade. Always apply the same number of strokes to each side of the knife. Turn sharpening stone to the finer surface and repeat the same process.

4. A steel is used to “true” or straighten the cutting edge of a knife. A steel will not sharpen a dull knife. It simply pulls the two edges of a blade back together which will be needed with time and use. To use a steel, follow these procedures:
  - a. The steel is used after sharpening the knife with the sharpening stone.
  - b. Never use a steel without a hand guard. Do not hold the steel above the hand guard. It is critical to follow these safety procedures.
  - c. Hold knife at a 45° angle to the steel. Let the knife lightly run down the steel. Do not grind against the steel. Repeat this approximately 2 to 3 times on each side. A steel can dull a knife if used too many times.
  - d. Knife and steel must be wiped clean after this process.

### DICING, SLICING, JULIENNE AND CORING

There are three main types of cutting procedures. When using a knife, use your fingertips to hold product, your knuckles to guide the blade, keeping your thumb behind your fingers. Never slice pointing the knife towards you. Always wear a cutting glove.

1. Dicing is the process of cutting into small square cubes. It is slicing equal cuts in both directions. This is used for tomatoes, onions, bell peppers, etc.
2. Slicing is a single cut. This could be from top to bottom or from side to side. This is used for oranges, sliced tomatoes, etc.



***Always cut away  
from yourself.***

3. Coring is the process of removing the center part of a fruit or vegetable. This is done with onions, tomatoes, etc.
4. Julienne is a single slim cut. This is done by cutting top to bottom.

### **CLEANING**

Knives must be cleaned immediately after each use by the person who used the knife. Clean the knife by rinsing with hot tap water (180°F). Do not run it through the dish machine. Never leave a knife submerged in a sink. Wipe clean and dry with a clean cloth. Sanitize by spraying a mist of sani-spray solution onto the knife.

### **KNIFE SAFETY**

- Use the correct knife for the correct job.
- Never cut towards yourself - always away from yourself and others.
- Use a cutting board. Put a damp towel under the cutting board to prevent slippage.
- Carry knives down at your side when walking through the kitchen.
- Use cutting gloves when using a knife for slicing or dicing.
- Let a dropped knife fall. Never try to catch a falling knife.
- Clean and sanitize the knife after each use.
- Return the knife to the magnetic knife rack or proper storage place.

## ***Restaurant Safety***



***Notify a manager  
at once if you  
hurt yourself.***

Most restaurant accidents occur in the kitchen. Accidents occur because of three basic reasons:

1. **Improper Training:** Someone is improperly trained or is using a piece of equipment they are not qualified to use. All employees working our kitchens, or food handlers who have a need to use working kitchen machinery, need to be trained on the equipment before using it unsupervised.
2. **Carelessness:** Someone is hurrying through a job. Most common are burns and simple cuts from kitchen knives. Proper amounts of time and attention must be given to a particular job when using machinery or when cutting or frying. Never rush through a job.
3. **Preventive Maintenance:** Equipment that is not properly cared for has a higher chance of malfunctioning. It is imperative that all needed repairs be brought to management's attention and promptly corrected. All equipment must be properly cleaned after each and every use. Equipment must regularly be maintained to assure safe and proper usage.

Your health and safety are important to us. If you should hurt yourself, notify a manager at once. Proper medical attention is needed as well as a written report.

### **ELECTRICAL SAFETY**

- Use only machines and equipment you have been trained, qualified and authorized to operate.
- Always unplug electrical equipment before cleaning.
- Report any worn cords or plugs to your manager immediately.



**Clean up spills  
immediately.**

### BURN SAFETY

- Turn all pot handles in, out of the aisleway.
- Be sure pot handles are not above open flame.
- Lift pot covers away from you to release steam away from your face and body.
- Use dry mitts, hot pads or towels when handling hot equipment. Wet or moist towels will serve as conductors of heat.

When using the fryers:

- Fill baskets only halfway - don't overload the baskets.
- Lower baskets slowly into well - avoid dropping baskets into the hot oil.

### SLIP & FALL SAFETY

- Walk -- don't run.
- Wear proper fitting shoes with skid resistant soles and leather uppers.
- Clean up spills immediately.
- Keep aisles and walkways clean and free of boxes, trash cans, mop buckets, etc.

### LIFTING SAFETY

- Stay close to the load without leaning forward.
- Use your arms and your legs to do the work.
- Test the weight of the load by pushing up a corner before lifting.
- Ask for assistance when lifting heavy loads.
- Use a lifting belt.

### OTHER SAFETY ISSUES

- Use styrofoam or paper products for drinks.
- Use a broom and dust pan or damp towel to pick up broken glass.
- If glass is broken in the ice bin, remove and throw out all ice. Thoroughly wipe down bin before refilling.
- Use care when opening and discarding cans and boxes.
- Have a bucket set up in the kitchen for discarding broken glass only.

## Clean On The Go

This theory is used in well run, efficient kitchens, and is used extensively in the front of the house too. This is defined as keeping the kitchen clean all day and night. It is every manager's and employee's duty to follow through Clean On The Go.

We should always uphold our standards of cleanliness. A clean kitchen has many other advantages. Some of these are as follows:

- Reduced Labor Percentage:** You will not have to take time to do a major clean up at midday or the close of your shift. You will not have to clean up after each other. This means more time to prep or cook food.
- Better Food Handling:** With more time you will ensure you are doing your job right. Tasks like dating, rotating, labeling and storing food in correct containers, or being able to find the necessary equipment or food product quicker will be complete.



***Cleaning should become one of your work habits.***

- C. **Health Inspections:** Your Health Inspector's first impression is important. If he/she sees a clean, organized kitchen, he/she will have a tendency to make a quick superficial inspection and score your store higher. It is vitally important for this inspection to be an enjoyable one.

So remember, if you make a mess, clean it up immediately. Do not wait! Cleaning should become one of your work habits. Time must be allotted in each day for cleaning. Working in a trashy or cluttered kitchen only causes you and your co-workers to work harder. Working in a dirty kitchen creates an unsafe and unsanitary working condition. Be proud of your restaurant. Be organized and clean when working in your kitchen.

## ***Waste Management***



***Do not over or under portion.***

Managing waste is everyone's responsibility. In order for our restaurants to be successful, we not only need to serve top quality products, but also control costs.

Listed below are some ways to help achieve our waste control goals:

1. **Correct Weights:** Always weigh where weighing is called for. Remember, line cooks should periodically check themselves for accuracy. Follow specs and portion charts.
2. **Measuring:** Always use measuring tools when prepping products (spoons, cups, ladles, scales). Do not over portion or under portion.
3. **Product Usage:** Always get as much yield as possible from all vegetables and cans. Follow correct food handling procedures for coring and trimming vegetables (dicing tomatoes, shredding lettuce, etc.) Always avoid product waste whenever possible.
4. **Rotation:** Products not getting dated or rotated can get lost in your walk-in and cause spoilage. Even of more importance is sub-par products reaching a guest causing dissatisfaction.
5. **Scraping:** We must always scrape cans, containers, and lexans to get the best possible yield from all products. Use a rubber spatula for scraping. If we constantly throw away small amounts or portions of food from the bottom of containers, it will add up to large amounts of money by month's end.
6. **Storing Products:** Always follow proper cool down procedure. Not following procedures can cause spoilage. Steam regeneration will increase chances of spoilage. Always store products properly. Not covering products can cause them to pick up odors or possibly cause spoilage.
7. **Trash:** When dumping trash, check for silverware or linen that may have accidentally been thrown out.

## Dish Washing Responsibilities



**Everybody is responsible for washing dishes.**

Everybody is responsible for keeping the dish area clean at all times. Opening line and prep cooks should run their own dishes in the morning. This will prevent a back up of dirty dishes, pots, and pans, and will help the dishwasher whose opening duties often times call him away from the dish machine. Teamwork is essential for running a smooth shift.

1. Stack dishes in racks. Do not stack dishes on top of each other. Water must have access to both sides of dishes.
2. Stand plates and all flatware up edgewise.
3. Cups, glasses, and bowls should be inverted with open end down so the items will not fill up with water.
4. Allow dishes to air dry for about 1 minute before removing from racks. Do not towel dry. This will contaminate the dishes.
5. Do not touch the surface on any plates or glasses that the guest's mouth will touch.
6. Store any pots, pans, bowls, cups, etc. upside down.
7. Handle clean silverware and utensils by handles only.
8. Store all clean kitchenware at least 6 inches off the floor in a clean and dry area.
9. All items must be inspected from the machine:
  - a. Clean and free of all food.
  - b. No spots or stains.
  - c. Rinsed of all soap.
  - d. No chips or cracks.
  - e. Hot from 140° rinse water.

### SILVERWARE

1. Prepare silver soak.
2. Change the water when it becomes dirty.
3. Immerse silverware until all soil is loosened.
4. Run silverware through dish machine twice.

## Hazardous Chemicals

1. Chemicals are found in three physical forms at work and at home.
  - Solids
  - Liquids
  - Gases
2. Chemicals enter your body through:
  - Inhalation (breathing)
  - Eye contact
  - Skin Contact/Absorption
  - Ingestion (eating or drinking)



**Physical and Health are 2 primary hazard classes.**

## TWO PRIMARY HAZARD CLASSES

### 1. Physical Hazards

**Fire Hazards:** Any time a chemical substance will ignite as a result of exposure to sparks, open flames or lighted materials.

**Reactivity Hazards:** Reactive chemicals, when mixed, can produce toxic gases, heat or even explosions. Example: mixing bleach with ammonia produces toxic chlorine gas.

**Explosion Hazards:** When exposed to heat or flames or when mixed with other chemicals, explosive chemicals can violently release large quantities of gases and heat.

### 2. Health Hazards

**Corrosives:** Chemicals that can burn your skin, eyes, mucus membranes on contact.

**Irritants:** Chemicals that cause the skin to become sensitive (irritated) at the area of contact.

**Sanitizers:** Cause allergies which affect the skin, eye, nose or lungs and develop over time.

**Toxic Chemicals:** Are poisonous if they are ingested, inhaled or are in contact with the skin for a long period of time.

**Carcinogens:** Chemicals that cause cancer or are suspect of causing cancer. Most chemicals are not carcinogens.

## HOW TO PROTECT YOURSELF

### 1. Labels

a. All products that contain hazardous chemicals are required by law to be labeled with:

- The identity of the hazardous chemical
- The appropriate hazard warning
- The name and address of the manufacturer

b. Look for:

- The hazardous chemicals involved
- The specific use of the chemical (window cleaner, oven cleaner, insecticide, etc.)
- How the chemical is used
- The necessary personal protective measures

### 2. Determine the degree of hazard (if any) by determining:

- How the chemical will be used and in what quantity
- How long the chemical product will be used
- What the hazards are
- What the possible routes of entry into the body may be

### 3. Wear the appropriate safety equipment:

- Proper clothing
- Gloves
- Face Shield
- Shoes



**Know where the  
MSDS is located  
in your  
restaurant.**

**4. Obtain the proper training on the use of chemical substances in the workplace:**

- You will be trained by your manager.
- Feel free to ask questions prior to using chemical products.
- Never mix two chemicals together without first checking with the Manager and reading the label.

**MATERIAL SAFETY DATA SHEETS (MSDS)**

1. As part of your training, your trainer will explain the use of MSDS. Be sure you know where MSDS are located in your restaurant and how to use them.
2. MSDS generally provide the following information:
  - Name, address and emergency phone number of the manufacturer
  - The identification by product name and product type
  - Hazardous Contents - the chemicals' names and concentrations of hazardous chemicals present in the product (if any)
  - Physical Data - appearance and odor, solvability, pH, etc.
  - Fire & Explosion Data - includes fire fighting methods
  - Reactivity Data - information about stability and what happens when the chemical is mixed with other chemicals.
  - Spill or Leak Procedures
  - Health Hazard Data - The results of exposure to the chemical by skin contact, ingestion, etc.
  - First Aid - First aid measures in case of ingestion, eye contact, inhalation, etc.
  - Special Protection Information - Recommended safety equipment, special, precautions, etc.
  - Additional Information - storage and transportation precautions.
3. Symptoms of Exposure to Chemical Hazards:
  - Skin rashes/irritation
  - Nausea, dizziness following inhalation
  - Difficulty breathing and shortness of breath

## ***In Closing***

Thank you for taking the time to read your training handbook. There are many duties and tasks that are part of your job. We hope that you have a better understanding of what these responsibilities include and our expectations. Your trainer or manager will help explain and demonstrate these various tasks. Please feel free to ask any questions to assist in your training. Again, welcome to the team!



***Introductory Cook Training Checklist***

Name: \_\_\_\_\_

<b>TASK</b>	<b>TRAINER INITIALS</b>	<b>TRAINEE INITIALS</b>	<b>DATE COMPLETED</b>
<b>At Hire: Setup employee in wtm, direct him/her to employee manual, training handbook, job description.</b>			
<b>Day 1</b>			
Complete onboarding paperwork, Review employee's application: Experience, training, education.			
Discuss Li'l Rizzo's history, mission statement and values.			
Review employee's job description: Duties and responsibilities			
Explain performance expectations and standards.			
Review Training Checklist			
Explain how employee's position relates to others and restaurant as a whole.			
Review wtm, schedule, hours of operation			
Restaurant Tour – restrooms, break area, parking, mgr office, dry storage, walk-in cooler and freezer, prep area, dish area, exits and first aid station.			
Review and sign Employee Handbook – absences & tardiness, cell phone policy, payroll procedures, employee meals, dress code, personal conduct standards, progressive disciplinary actions (3-stikes), security, tip reporting, chain of command, Alcohol serving policy, overtime, accidents and emer situations, worker's comp			
From Cook Training Handbook - review Teamwork, Station responsibilities, station functions and chemical hazards			
Shadow Trainer – station setup, plate presentation and tickets.			
Fill out training checklist			
<b>Review/preview – prepare for hazardous chemical and teamwork quiz.</b>			



### *Cook Performance Evaluation*

Name \_\_\_\_\_

A performance evaluation should be conducted once an employee has completed training. This written evaluation is a means of determining the individual's strengths and weaknesses in order to set goals to improve performance. Evaluate each area according to the scale of:

**1=Substantially Exceeds; 2=Exceeds; 3=Consistently Meets  
4=Inconsistently Meets; 5=Needs Immediate Improvement**

Any area that is rated with a 4 or 5 requires a detailed comment of the problem area. Circle the appropriate rating for each item.

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| 1. Arrives to work on time  | 1 | 2 | 3 | 4 | 5 |
| 2. Arrives to work in proper uniform                              | 1 | 2 | 3 | 4 | 5 |
| 3. Completes all opening and closing station set-up efficiently   | 1 | 2 | 3 | 4 | 5 |
| 4. Displays teamwork towards fellow employees                     | 1 | 2 | 3 | 4 | 5 |
| 5. Exhibits a sense of urgency and maintains a fast working pace  | 1 | 2 | 3 | 4 | 5 |
| 6. Uses recipes when preparing all food items                     | 1 | 2 | 3 | 4 | 5 |
| 7. Adheres to all safety and sanitation standards                 | 1 | 2 | 3 | 4 | 5 |
| 8. Prepares food product according to recipe                      | 1 | 2 | 3 | 4 | 5 |
| 9. Ensures all food items meet presentation standards             | 1 | 2 | 3 | 4 | 5 |
| 10. Adheres to labeling standards                                 | 1 | 2 | 3 | 4 | 5 |
| 11. Able to accomplish more than one task at once                 | 1 | 2 | 3 | 4 | 5 |
| 12. Effectively anticipates needs and prepares in advance         | 1 | 2 | 3 | 4 | 5 |
| 13. Works effectively under pressure                              | 1 | 2 | 3 | 4 | 5 |
| 14. Cleans and organizes work area before, during and after shift | 1 | 2 | 3 | 4 | 5 |
| 15. Demonstrates "clean-on-the-go" techniques                     | 1 | 2 | 3 | 4 | 5 |
| 16. Positive, friendly attitude with co-workers                   | 1 | 2 | 3 | 4 | 5 |

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Trainee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Trainer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

General Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### *Hazardous Chemicals Quiz*

100 possible points  
Each question = 10 points

Name \_\_\_\_\_ Date \_\_\_\_\_ Position \_\_\_\_\_

1. Hazardous chemicals are found only at the workplace. True or False
2. Mixing Lime-Away and bleach produces a toxic chlorine gas. True or False
3. Degreasers usually contain hazardous chemicals. True or False
4. Always obtain proper training by the manager prior to using chemicals. True or False
5. MSDS stands for:
  - a. Metal and Solvents Data Sheet
  - b. Medical Survey Data Sheet
  - c. Material Safety Data Sheet
6. The only person permitted to see the MSDS is the manager. True or False
7. The two primary hazards classes are:
  - a. Physical and Corrosives
  - b. Fire and Explosion
  - c. Health and Physical
8. Before using a chemical product, always:
  - a. Check the code date
  - b. Check for symptoms
  - c. Read the label
9. If you feel dizzy or a skin rash appears while using a chemical, how soon should you notify the manager and obtain first aid?
  - a. Immediately
  - b. Within 1-2 hours
  - c. Never - not necessary
10. Name three ways your body can be exposed to chemicals.

***Li'l Rizzo's Teamwork Quiz***

Name \_\_\_\_\_ Date \_\_\_\_\_ Position \_\_\_\_\_

Each Li'l Rizzo's employee must help all coworkers to provide all our guests with unsurpassed service and excellent food and drinks. Answer the following questions based on how you can assist "team members" based on your specific job and responsibilities.

1. Specify 2 things you can do to help a hostess at work:
  - a.
  - b.
2. Specify 2 things you can do to help a server at work:
  - a.
  - b.
3. Specify 2 things you can do to help a bartender at work:
  - a.
  - b.
4. Specify 2 things you can do to help a busser at work:
  - a.
  - b.
5. What 2 things can you do to ensure guests receive hot food?
  - a.
  - b.
6. Who benefits from teamwork? Be specific.
  - a.
  - b.
  - c.
7. What 3 specific things can you do, as a diningroom/bar team member, to help your kitchen team members work more effectively to prepare quick, quality food and maintain a clean and organized kitchen?
  - a.
  - b.
  - c.

## ***Safety Quiz***

100 possible points  
Each question = 10 points

Name \_\_\_\_\_ Date \_\_\_\_\_ Position \_\_\_\_\_

1. List the 3 reasons accidents occur.
  - a.
  - b.
  - c.
2. What should you always do before cleaning any electrical equipment?
3. You should clean and sanitize a knife at the end of your shift. True or False
4. Use dry mitts when handling hot equipment. True or False
5. When lifting a heavy object, use your back. True or False
6. What kind of glasses should be used in the kitchen?
7. What should you do if you drop or spill something?
8. You should break down boxes and empty the aisles at the end of your shift. True or False
9. If you hurt yourself, notify a manager at once. True or False
10. Report any faulty or defective equipment to your KM when you check out. True or False

### *Sanitation Quiz*

100 possible points  
Each question = 10 points

Name \_\_\_\_\_ Date \_\_\_\_\_ Position \_\_\_\_\_

1. The danger zone is:
  - a. 175 degrees to 32 degrees
  - b. 165 degrees to 40 degrees
  - c. 140 degrees to 45 degrees
  
2. Bacteria thrives in warm temperatures and moisture? True or False
  
3. The proper way to wash your hands is twice with warm water and soap.  
True or False
  
4. Always wash cutting boards or kitchen utensils with warm, soapy water after each use.  
True or False
  
5. Hot products should only be covered after they have cooled down. True or False
  
6. You should always wear \_\_\_\_\_ when handling food.
  
7. An \_\_\_\_\_ will help cool food down at a faster rate.
  
8. FIFO stands for:
  - a. First In First Out
  - b. Fresh In Fresh Out
  - c. Food In Food Out
  
9. Every food item that is prepared and stored in the walkin or freezer must be \_\_\_\_\_.
  
10. 165 Degrees is:
  - a. The minimum temperature cold food should be reheated to
  - b. The top of the danger zone
  - c. The water temperature for hand dish washing.

