



DISH

TRAINING PACKET

NAME

Welcome to the Cody's Original Roadhouse Hourly Training Program. We are excited for you to be a part of our team and to teach you everything we can in order for you to be a success at Cody's. Please fill in the facts below so that you can have the proper information if something is to arise during your training process. Please bring this study guide and quiz packet to class every day.

Cody's Original Roadhouse Restaurant Information

1. MANAGEMENT STAFF:

GENERAL MANAGER: _____
 MANAGER: _____
 MANAGER: _____
 KITCHEN MANAGER: _____

2. ADDRESS: _____

3. PHONE NO: _____

WEBSITE ADDRESS: www.codysoriginalroadhouse.com

4. HOURS OF OPERATION:

OPEN 7 DAYS PER WEEK

Monday thru Thursday: 3:00 PM - 10 PM
 Friday and Saturday: 3:00 PM – 11 PM
 Sunday: 11:00 AM - 10 PM

NOTE: Opening & Closing times may vary – check your restaurant hours.

NOTE: Restaurants Restaurant is always ready 15 minutes prior to opening. Also, will stay open 15 minutes past posted closing time.

Training Schedule for the Week			
	Date	Time	Trainer
Day 1			
Day 2			

Dish Training Process Overview

Options for training times:

9:00-10:45	Set-up of area with Trainer
10:45-1:30	Follow
1:30-2:00	Clean-up/Re-stock of area with Trainer
2:00-3:00	Class with Food Show, Quiz review, Evaluation
OR	
4:00-4:45	Set-up of area with Trainer
4:45-7:00	Pre-Meal/Follow
7:00-8:00	Class with Food Show, Quiz review, Evaluation
8:00-Close	Hands on/Clean-up/Re-stock of area with Trainer

Day 1

Class Topics-

- Dish Duties and Responsibilities
- Mechanics of Dish
- Dishwasher Opening Duties Timeline
- Floor Cleaning Procedures
- Low Temp Dish Machine Instructions
- Flatware Soaking Procedures
- Prep Procedures

Follow Topics-

- Round Robin: 30 minutes in each area. PREP and LINE
 - Prep- Observe mechanics, set-up, sanitation, and recipe adherence
 - Line- Observe proper mechanics, communication, plate set up, and flow of kitchen
- Dish- Follow trainer to observe proper set up, mechanics, communication, and sanitation

Dish Responsibilities and Duties

This position is responsible for maintaining cleanliness and sanitation standards for china, glassware, tableware, cooking utensils, etc., using machine and manual cleaning methods. This position also ensures the dishwashing area is maintained as a clean, safe and sanitary facility.

As a dishwasher your job responsibilities include, but not limited to:

- Sort and rinse dirty dishes, glass, tableware and other cooking utensils and place them in racks to send through dish machine.
- Sort and stack clean dishes. Carries clean dishes to cook's line and other proper storage areas. Rewashes soiled dishes before delivering.
- Sort and stack clean pots, pans and utensils. Carries clean pots, pans, and utensils to cook's line and other proper storage areas. Rewashes soiled dishes before delivering.
- Change dishwater in dish machine every 2 hours or as needed.
- Wash pots, pans and trays by hand.
- Remove trash and garbage to dumpster.
- Set up or break down dishwashing area.
- Clean and roll/unroll mats.
- Set-up clean linen bags.
- Fill/empty soak tubs with cleaning/sanitizing solutions.
- Sweep/mop floors.
- Assemble/disassemble dish machine.
- Sweep up trash around exterior of restaurant and garbage dumpster.
- General restaurant and restroom cleaning as directed.
- Wipe up any spills to ensure kitchen floors remain dry and therefore prevent any unnecessary slips or falls.
- Must notify Manager anytime dish machine wash or rinse cycle falls below safety standard temperatures.
- Must notify Manager anytime dish machine wash or rinse cycle runs out of chemicals.
- Never touch dirty dishes before touching clean dishes without washing hands first.
- Other duties as directed.

The Mechanics of Dish

1. Place dishes in racks. Do not stack dishes on top of each other. Water must have access to both sides of the dishes.
2. Stand plates and all flatware up edgewise.
3. Cups, glasses, and bowls should be inverted 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 or stack when wet. These two things will contaminate the dishes and are health violations.
5. Do not touch the surface of any plates or glasses that the guest's mouth will touch, this is a health violation.
6. Store any pots, pans, bowls, cups, etc., upside down.
7. Pick-up clean silverware and utensils by the handles only.
8. Store all clean kitchenware at least 6" off the floor in a clean and dry area.
9. Rewash soiled dishes before carrying out.
10. Allow cast-iron plates to air-dry before taking them back to the grill.

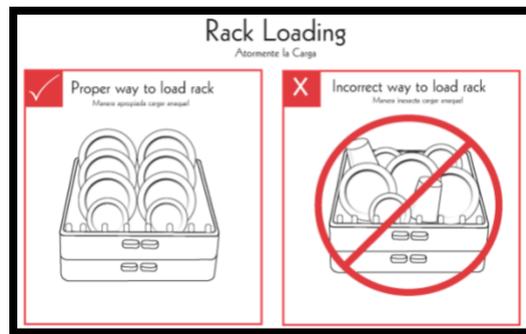
QUALIFICATIONS TO ENSURE DISHES HAVE BEEN PROPERLY WASHED*:

- A. Dishes must be clean and free of all food particles.
- B. No spots or stains.
- C. All soap rinsed off.
- D. No chips or cracks – if so, show management and discard. (This is a health violation).
- E. Hot from 180° rinse water. (Consult a manager if necessary for dish machine temperature accuracy).

* Run back through dish machine if all qualifications are not met.

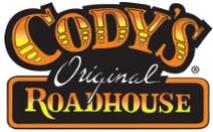
REMEMBER:

TO HELP GET DISHES CLEAN THE FIRST TIME, CHANGE WATER EVERY 2 HOURS. NOT CHANGING THE WATER OFTEN ENOUGH WILL CAUSE YOU TO WASH THE SAME DISHES MORE THAN ONCE.



Dishwasher Opening Duties Timeline

Every morning the Opening Dish Duties Timeline laminate must be followed. This is to ensure all responsibilities of the dishwasher position are accomplished in a timely manner. The Dish washer is a very important function and touches 100% of the guests who dine in the restaurant. All responsibilities will be met if this timeline is followed.



Dishwasher Duties

9:00am

Set up linen bags and lay out mats. Pull any trash outside to dump.

9:25am

Re-assemble dish machine, turn on. Check dish chemical levels on machine and all dispensers.

9:35am

Clean both restrooms:

Clean and sanitize toilets and sinks focus on basins, stainless steel and inner bowls (use proper chemicals and tools).

Clean mirrors (use glass cleaner and paper towels)

Refill all paper towels, toilet paper and hand soap dispensers.

Clean all baby changing stations and refill paper pads if necessary.

Advise manager of any broken pieces.

Take out trash if needed (check sanitary receptacles in Women's Room stalls and replace with new disposal bag).

Clean all partitions and any stainless

Check to ensure no burnt-out light bulbs

10:30am

Fill mop bucket ½ full with floor cleaner.

Spot sweep areas in the restaurant that are needed.

Scrub and clean the designated area of the restaurant as well as the bathrooms. (Remember to change water periodically).

2:00pm

Begin prepping potatoes per the KM's guidance. Prep other items with the prep department as directed by the KM.

When washing potatoes for today's prep. Allow potatoes to air dry *completely* while you perform other prep items. (This may be done ahead of time, the night before)

2:30pm

Check parking lot and sweep areas needed.

- Be sure to check rock/mulch beds for trash and cigarette butts.
- Be sure to get the corners of the curbs.
- Clean "dumpster pad".

4:00pm

Catch up dishes to keep the dish area organized.

9:30pm

Ensure potatoes are completely dry before oiling and salting. Follow KM guidance for par.

Complete side work and check out with a manager when cut.

RESTROOM HARD SURFACES

MANUAL CLEANING & SANITIZING



Cleaning & Sanitizing Product Required

PRODUCT	PACK SIZE	ICON	USF CODE
HB Quat Disinfectant (Monogram Clean Force)	5 L Bottle	K35	2551679
Monogram Clean Force Glass/All Purpose Cleaner	2.5 Gal Bag in Box	K6	3340270

Procedure Frequency:

Daily

Time Required:

15 minutes

Equipment Needed:

Bowl mop or brush, 2 buckets, 2 mops, clean cloths or paper

Personal Protective Equipment:

Rubber gloves

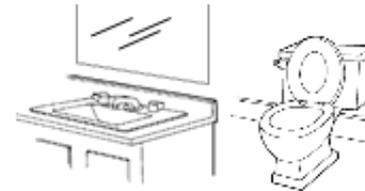
Cleaning Equipment



Personal Protective Equipment



Restroom Hard Surfaces



Procedure Steps

1	Spray commodes, sinks and urinal with HB Quat Disinfectant (Monogram Clean Force) . Be sure to spray under rims. Allow to soak for 2-3 minutes while completing next two steps.
2	Spray mirrors with Monogram Clean Force Glass/All Purpose Cleaner .
3	Wipe and polish mirrors with clean towel.
4	Scrub commodes and urinals with caddy mop or brush allow contact time and flush.
5	Spray fixtures, counter tops, and chrome with Monogram Clean Force Glass/All Purpose Cleaner and wipe clean with a clean towel.
6	Mop floors with HB Quat Disinfectant (Monogram Clean Force) and rinse with clean water and mop with a clean mop.

Usage Notes: Refer to product labels for additional usage information. Refer to SDS Binder for additional safety information. Procedures are recommendations only. Always refer to equipment manufacturer's instructions.



FLOOR CARE

CLEANING / NO RINSE FLOOR CLEANER

KITCHEN TILE, BACKBAR, TILE BATHROOM, CERAMIC, QUARRY, TERRAZZO AND ECOGRIP



Cleaning Product Required

PRODUCT	PACK SIZE	ICON	USF CODE
PureForce No Rinse Floor Cleaner With Enzymes	5 L Bottle	K28	1987759

Procedure Frequency:

Daily at closing

Time Required:

20 minutes

Equipment Needed:

BLUE Broom, dust pan, BLUE deck brush, floor squeegee, mop bucket, BLUE mop

Personal Protective/Safety Equipment:

Rubber gloves, goggles, wet floor sign

Cleaning Equipment



Personal Protective and Safety Equipment



Floors - Kitchen Tile



Procedure Steps

1	Sweep area to remove debris with BLUE broom.
2	Using cold water, fill clean empty mop bucket with PureForce No Rinse Floor Cleaner With Enzymes cleaning solution.
3	Dip BLUE mop into bucket and apply mop to floor after rinsing excess solution from mop.
4	Apply mop to floor and move in a back and forth sweeping motion in a 8' x 8'. Then apply to an adjacent 8' x 8' area.
5	Use BLUE deck brush on heavy soiled areas to agitate soil on floor in the first area. Repeat the application process and go to the previous area: allowing time for enzymes to begin to work.
6	Remove excess solution with squeegee to drains and allow floor to dry overnight. DO NOT RINSE.

Usage Notes: Refer to product labels for additional usage information. Refer to SDS Binder for additional safety information. Procedures are recommendations only. Always refer to equipment manufacturer's instructions.

FLOOR CARE

CLEANING / RINSE NEUTRAL FLOOR CLEANER

FRONT OF HOUSE: UNFINISHED MARBLE / WOOD



Cleaning & Sanitizing Product Required

PRODUCT	PACK SIZE	ICON	USF CODE
Monogram Clean Force Neutral pH Floor Cleaner	2.5 Gal Bag in Box	F1	1333806

Procedure Frequency:
Daily at closing

Time Required:
20 minutes

Equipment Needed:

BLACK broom, dust pan, BLACK deck brush, floor squeegee, mop bucket, WHITE mop

Personal Protective/Safety Equipment:
Rubber gloves, goggles, wet floor sign

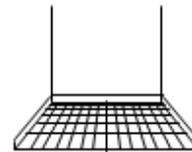
Cleaning Equipment



Personal Protective and Safety Equipment



Floors – Kitchen Tile



Procedure Steps

1	Sweep area to remove debris
2	Fill clean empty mop bucket with floor cleaning solution of Monogram Clean Force Neutral pH Floor Cleaner with warm water.
3	Dip WHITE mop into bucket and apply mop to floor after rinsing excess solution from mop.
4	Apply WHITE mop to floor and move in a back and forth sweeping motion.
5	If needed, use BLACK deck brush on heavy soiled areas to agitate soil on floor
6	Rinse thoroughly. Remove excess solution with squeegee to drains and allow floor to dry.

Usage Notes: Refer to product labels for additional usage information. Refer to SDS Binder for additional safety information. Procedures are recommendations only. Always refer to equipment manufacturer's instructions.

Low Temp Dish Machine Instructions

MONOGRAM
CLEANING & DISPOSABLES

**CLEAN
FORCE**

CODY'S
Original
ROADHOUSE

US.
FOODS
KEEPING IT SIMPLE COOKING™

DISHWARE/ COOKWARE

Dishmachine

MACHINE CLEANING & SANITIZING



Cleaning & Sanitizing Product Required

PRODUCT	PACK SIZE	ICON	USF CODE
Monogram Clean Force Dishmachine Detergent Low Temperature	5 Gal Pail	D21	8362202
Monogram Clean Force Rinse Additive for High Solids	5 Gal Pail	D22	8366320
Monogram Clean Force Low Temperature Dishmachine Sanitizer	5 Gal Pail	D23	6365084

Procedure Frequency:
As needed

Time Required:
20 minutes

Equipment Needed:
Scraper, nylon brush or scrub pad

Personal Protective Equipment:
Rubber gloves (optional)

Cleaning Equipment



Personal Protective Equipment



Pots & Pans, Cookware



Procedure Steps

1	Remove excess food by hand scraping wares.
2	Rinse off any loosened food particles in pre-scrub sink.
3	Sort wares and place in racks. Use open racks, 8-row racks, or sheet pan racks as appropriate.
4	Run the rack through the dishmachine to wash and sanitize using Monogram Clean Force Dishmachine Detergent, Rinse Additive and Sanitizer .
5	When cycle is complete, remove racks and allow wares to air dry. Stack in proper storage place when dry.

Usage Notes: Refer to product labels for additional usage information. Refer to SDS Binder for additional safety information. Procedures are recommendations only. Always refer to equipment manufacturer's instructions.

Two Mic MCF-CFG
V1 2/9/2018

Pot & Pan Hand Wash Instructions

MONOGRAM
CLEANING DISPOSABLES

CLEAN FORCE

CODY'S
Original
ROADHOUSE

US.
FOODS
RESTAURANTS GENERAL

POTS & PANS / COOKWARE

Manual

MANUAL CLEANING & SANITIZING



Cleaning & Sanitizing Product Required

PRODUCT	PACK SIZE	ICON	USF CODE
Monogram Clean Force Pot & Pan Detergent SuperConcentrated	2.5 Gal Bag in Box	P6	1340272
Food Contact Quat Sanitizer (Monogram Clean Force)	2.5 Gal Bag in Box	D7	6333744

Procedure Frequency:

As needed

Time Required:

20 minutes

Equipment Needed:

Scraper, nylon brush or scrub pad

Personal Protective Equipment:

Rubber gloves (optional)

Cleaning Equipment



Personal Protective Equipment



Pots & Pans, Cookware



Procedure Steps

1	In sink No. 1 (wash sink) prepare a hot solution of Monogram Clean Force Pot & Pan Detergent Super Concentrated . In sink No. II (rinse sink) prepare a clean, hot water rinse. In sink No. III (sanitizing sink), prepare a warm 200 ppm solution of Food Contact Quat Sanitizer (Monogram Clean Force) solution.
2	Scrape all excess soil from ware. Soak for at least five minutes in wash sink.
3	Scrub all surfaces. Remove ware; let excess water run back into wash sink.
4	Immerse ware into rinse sink. Remove ware letting excess water run back into rinse sink.
5	Immerse ware into sanitizing sink for at least one minute.
6	Remove ware from sanitizing sink and invert on drain board. Do not wipe and let air dry.

Usage Notes: Refer to product labels for additional usage information. Refer to SDS Binder for additional safety information. Procedures are recommendations only. Always refer to equipment manufacturer's instructions.

Flatware Soaking Procedures

MONOGRAM
CLEANING & DISPOSABLES

CLEAN FORCE

CODY'S
Original
ROADHOUSE

US
FOODS
KEEPING KITCHENS CLEANER™

FLATWARE PRESOAK

Dishmachine

MACHINE CLEANING & SANITIZING



Cleaning & Sanitizing Product Required

PRODUCT	PACK SIZE	ICON	USF CODE
Monogram Clean Force Dishmachine Detergent Low Temperature	5 Gal Pail	D21	8362202
Monogram Clean Force Rinse Additive for High Solids	5 Gal Pail	D22	8366320
Monogram Clean Force Low Temperature Dishmachine Sanitizer	5 Gal Pail	D23	6365084
Monogram Clean Force Enzyme Presoak	2.5 Gal Bag in Box	D8	3333796

Procedure Frequency:

As needed

Time Required:

50 minutes

Tools Needed:

Soak pans, carrier washers, baskets racks

Personal Protective Equipment:

Rubber gloves (optional)

Cleaning Equipment



Personal Protective Equipment



Flatware



Procedure Steps

1	Place flatware in separate bus pan or rack. Remove excess food by hand scraping from flatware. Rinse off loosened food particles in pre-scrap sink. <i>Note: Do not use on silver or silver-plated wares.</i>
2	Lay flatware in carrier washer in soak pan. Fill soak pan and carrier washer with an Monogram Clean Force Enzyme Presoak and warm water solution (110-140°F, 43-60°C). Completely submerge flatware in solution for 20-30 minutes depending on soil level. (<i>Note: Change solution when water cools or is dirty.</i>)
3	Place flatware in open rack or leave in carrier washer. Rinse off food particles and presoak solution. Wash in dishmachine with Monogram Clean Force Dishmachine Detergent . (<i>Note: The flatware should be no more than two layers deep when you run through the machine.</i>)
4	Sort washed flatware by type and transfer to round baskets, handles down and eating ends up. Only put like utensils in each basket (i.e. all forks, all spoons, etc.) Fill baskets half full to ensure proper cleaning.
5	Wash in dishmachine a 2 nd time using Monogram Clean Force Dishmachine Detergent, Rinse Additive and Sanitizer .
6	When the rinse cycle is done, shake rack to remove excess water. Allow flatware to cool and dry completely.
7	Transfer cleaned flatware, handles up, to clean baskets. Do not touch eating ends of flatware.

Usage Notes: Refer to product labels for additional usage information. Refer to SDS Binder for additional safety information. Procedures are recommendations only. Always refer to equipment manufacturer's instructions.

Teco Mac NCF_CPG
1/1 9/9/2016

Prep Procedures

Along with the restaurant cleaning duties, dish machine functions and health and safety procedures, another job function is to assist with prep items or during peak periods on the cook's line. As listed on your Opening Job Functions Timeline, dish is solely responsible for the prep of baked potatoes, sweet potatoes, and bread (where applicable).

Bakes & Sweets Prep

We wash both of our sweet potatoes and baked potatoes to remove the roots (we also remove any "bad spots" as needed). Both potatoes have to be allowed to *completely* dry before continuing. The dried potatoes are then oiled and salted. With that being said, preparation and staging is the key to making this prep item! Each of these recipes must be followed accurately. Ensure the kitchen manager gives you an hourly potato count so you can set up your rack with that number of potatoes on a sheet tray.

PREP ITEM Baked Potatoes (Oiling and Salting)				PREP ITEM Baked Sweet Potatoes (Oiling and Salting)			
Shelf Life: 2 Days		Yield	25 Potatoes	Shelf Life: 2 Days		Yield	20 Potatoes
<u>Ingredients</u>	<u>Spec</u>	<u>Amount</u>	<u>Unit</u>	<u>Ingredients</u>	<u>Spec</u>	<u>Amount</u>	<u>Unit</u>
Potatoes		As Needed		Sweet Potatoes		As Needed	
Vegetable Oil		As Needed	Volume	Vegetable Oil		As Needed	Volume
Kosher Salt		As Needed	Volume	Kosher Salt		As Needed	Volume
<ol style="list-style-type: none"> 1. Wash potatoes under cold water removing any dirt. 2. Place approximately 25 potatoes on a sheet tray to dry. 3. Once dry, brush oil onto the top of the potatoes. 4. Sprinkle salt on top of the oil. 5. Place tray back into rack. 				<ol style="list-style-type: none"> 1. Wash potatoes under cold water removing any dirt. 2. Place approximately 25 potatoes on a sheet tray to dry. 3. Once dry, brush oil onto the top of the potatoes. 4. Sprinkle salt on top of the oil. 5. Place tray back into rack. 			
Culinary Tip: Ensure the potatoes are COMPLETELY dry before oiling.				Culinary Tip: Ensure the potatoes are COMPLETELY dry before oiling.			

Cody's Original Roadhouse Dish Day 1 Quiz

Name: _____

Score _____/10

1. How often should the water in the dish machine be changed?
 - A) Every 30 minutes
 - B) Every 45 minutes
 - C) Every 1 hour
 - D) Every 2 hours

2. All clean kitchenware must be _____ inches off of the floor in a clean and dry area.
 - A) 3
 - B) 6
 - C) 8
 - D) 10

3. You should always use a dry towel to dry dishes. True or False

4. Stacking wet dishes is a health code violation. True or False

5. The dish machine should be re-assembled and turned on at _____ as a part of the opening duties for your location.

6. Baked potatoes should be completely dry before oiling and salting. True or False

7. How much water should be added to the EZ Floor solution while filling the mop bucket?
 - A) 2 gallons
 - B) 3 gallons
 - C) 4 gallons
 - D) None of the above

8. The floor cleaning solution should be rinsed once the floor has been scrubbed with a deck brush. True or False

9. Match the following temperature to the correct dish machine cycle.
 - A) 80 to 110 degrees F _____ Pre- Wash Cycle
 - B) 150 to 165 degrees F _____ Final Rinse/ Sanitize Cycle
 - C) 120 to 140 degrees F _____ Wash Cycle

10. Flatware is placed handle up in the flatware basket. True or False

Day 2

Class Topics-

- SDS Sheets
- Chemical Labeling Requirements
- Sanitizer Test Procedures
- Trash Audits

Follow Topics-

- Trainer to review location of chemical storage and labeling
- All Health and Safety Standards are discussed

SDS Sheets

An “SDS” (Safety Data Sheet) is a collection of all of the information regarding the chemicals we use in the restaurant. If it is a chemical used in the restaurant, it needs to be in this book. The information listed on the chemicals ranges from its intended use to its level of causticity, safety handling procedures, etc. This is typically located in the dish area, and you need to be aware of its location, should the information ever be needed quickly. (Accidental exposure, health department request, OSHA request etc.)



Chemical Labeling Requirements

Requirements for labeling of chemical containers come from the Occupational Safety and Health Administration (OSHA) Hazard Communication and Laboratory Safety standards. All hazardous chemicals are required to be properly labeled (full chemical name) unless they are exempted by this standard.

Labels on purchased chemicals must include:

1. The common name of the chemical
2. The name, address and emergency phone number of the company responsible for the product
3. An appropriate hazard warning



The warning may be a single word - "danger", "warning" and "caution" - or may identify the primary hazard, both physical (e.g., water reactive, flammable or explosive) and health (e.g., carcinogen, corrosive, or irritant). Most labels will provide you with additional safety information to help you protect yourself while working with substances. This includes protective measures to be used when handling the material, clothing that should be worn, first aid instructions, storage information and procedures to follow in the event of a fire, leak or spill.

OSHA QUICK CARD™

Hazard Communication Standard Pictogram

As of June 1, 2015, the Hazard Communication Standard (HCS) will require pictograms on labels to alert users of the chemical hazards to which they may be exposed. Each pictogram consists of a symbol on a white background framed within a red border and represents a distinct hazard(s). The pictogram on the label is determined by the chemical hazard classification.

HCS Pictograms and Hazards

<p>Health Hazard</p>  <ul style="list-style-type: none"> ■ Carcinogen ■ Mutagenicity ■ Reproductive Toxicity ■ Respiratory Sensitizer ■ Target Organ Toxicity ■ Aspiration Toxicity 	<p>Flame</p>  <ul style="list-style-type: none"> ■ Flammables ■ Pyrophorics ■ Self-Heating ■ Emits Flammable Gas ■ Self-Reactives ■ Organic Peroxides 	<p>Exclamation Mark</p>  <ul style="list-style-type: none"> ■ Irritant (skin and eye) ■ Skin Sensitizer ■ Acute Toxicity ■ Narcotic Effects ■ Respiratory Tract Irritant ■ Hazardous to Ozone Layer (Non-Mandatory)
<p>Gas Cylinder</p>  <ul style="list-style-type: none"> ■ Gases Under Pressure 	<p>Corrosion</p>  <ul style="list-style-type: none"> ■ Skin Corrosion/Burns ■ Eye Damage ■ Corrosive to Metals 	<p>Exploding Bomb</p>  <ul style="list-style-type: none"> ■ Explosives ■ Self-Reactives ■ Organic Peroxides
<p>Flame Over Circle</p>  <ul style="list-style-type: none"> ■ Oxidizers 	<p>Environment (Non-Mandatory)</p>  <ul style="list-style-type: none"> ■ Aquatic Toxicity 	<p>Skull and Crossbones</p>  <ul style="list-style-type: none"> ■ Acute Toxicity (fatal or toxic)

For more information:
 Occupational Safety and Health Administration
 U.S. Department of Labor
www.osha.gov (800) 321-OSHA (6742)
 OSHA 3491-02 2012

Sanitizer Test Procedures

Microbial contamination is the food industry's main safety concern. Public Health Regulations require that all inanimate food contact surfaces be properly cleaned and sanitized to protect the public health from exposure to the hazards of disease transmitted through the cross-contamination of surfaces soiled with infectious micro-organisms.

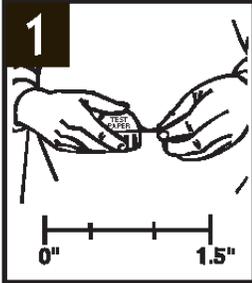
The soiling of food contact surfaces with germs takes place in the normal course of preparing, handling, and consuming food. Any surface which comes in contact with uncooked meat, poultry, or fish may become contaminated with bacteria such as E. coli. EPA has recognized that surfaces and articles such as glasses, dishes, and utensils that become soiled with infectious microorganisms found in bodily fluids (saliva and/or blood) can be associated with potential for the transmission of disease. In order to prevent this sanitizer buckets with two towels are set up throughout the restaurant. Any time a surface is cleaned it must also be sanitized.

There are 3 forms of chemical sanitizer- quat, chlorine and a Covid-19 Contact Surface Cleaner Sanitizer. Quat (short for Quaternary Sanitizer) is an ammonia-based solution where chlorine is a bleach-based solution. Both sanitizers must be changed at a minimum every 2 hours or when needed and tested to ensure proper strength. Quat sanitizer should read no more than 200 PPM (parts per million), chlorine sanitizers should read no more than 50 PPM and Contact Surface Sanitizer should be within the color chart on the side of the test strip container.

It is important to know there are three different test strips for each of these sanitizers. We use a quat sanitizer or Contact Surface Cleaner Sanitizer in our buckets. This chemical should be mixed with warm water at 80°F (25°C) for best results. See the chart below for the proper use of the test strips.

SANITIZER TEST PROCEDURES

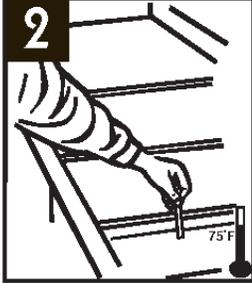
PROCEDIMIENTO DE PRUEBA PARA EL SANEADOR



1

Remove a 1.5" strip of clean, dry test paper from container below.

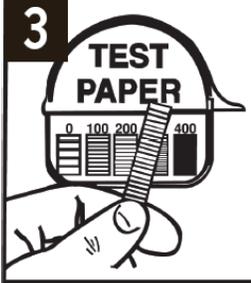
Quitar faja de prueba seca limpia empapelar desde el recipiente.



2

Dip strip of test paper in clean, fresh room temperature sanitizer solution. Hold in solution for time required on test paper container. Do not shake test paper.

Sumergir faja de prueba empapelar en la sala fresca limpia temperatura sanitizár solución. Retenga en la solución por el tiempo requerido sobre el recipiente de papel de prueba. No sauden papel de prueba.



3

Compare to chart on test paper container immediately. Do not exceed recommended limits (see below).

Comparar al mapa sobre el recipiente de papel de prueba inmediatamente. No exceden los límites recomendados (ven más adelante).

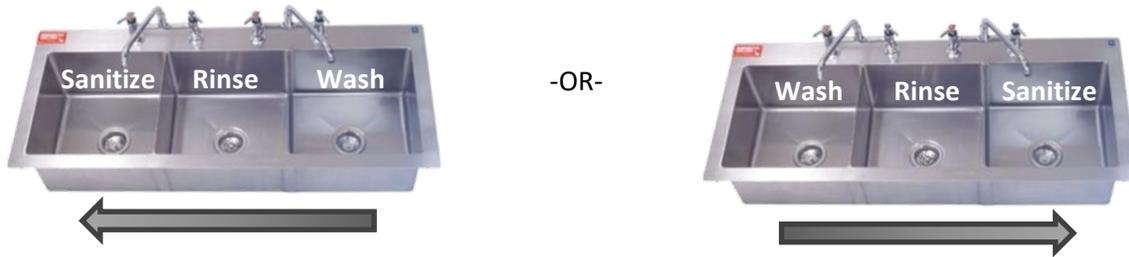
RECOMMENDED SANITIZER TEST LIMITS
SANEADÓR RECOMENDADO PRUEBA LIMITES

<input type="checkbox"/>	Quaternary	-	200 PPM
<input type="checkbox"/>	Quaternario	-	200 PPM
<input type="checkbox"/>	Iodine	-	25 PPM
<input type="checkbox"/>	El Yodo	-	25 PPM
<input type="checkbox"/>	Chlorine	-	50 PPM
<input type="checkbox"/>	El Cloro	-	50 PPM



3 Compartment Sink

The 3-compartment sink is required in our restaurants as a backup to the dish machine. If the dish machine ever goes down, this is where all of the dishes would have to be washed. Therefore, the sink system has chemicals attached and ready to go. These include a pot/pan detergent and a sanitizer. This sink follows the standard restaurant flow of “wash-rinse-sanitize”. Depending on the layout of your restaurant, the sink will either run left-to-right or right-to-left. Attached in this packet is a chart of both versions. Only one will apply to your sink.



MANUAL DISHWASHING PROCEDURES FOR 3 COMPARTMENT SINK

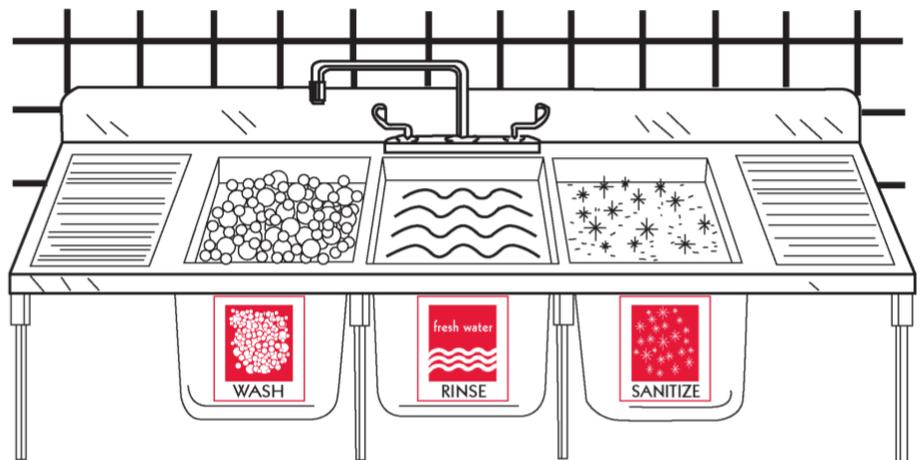
PROCEDIMIENTO PARA LAVAMIENTO MANUAL EN UN FREGADERO DE TRES COMPARTAMENTOS

BEFORE YOU BEGIN:

- 1) Wash your hands before beginning cleaning and whenever they are dirty. Wash, rinse and sanitize sink, drains and drainboards.
- 2) Scrape debris from utensils, pots and pans into trash receptacle.
- 3) Fill WASH compartment of sink with diluted solution of Manual Dishwashing Detergent. Use hot water and fill compartment 3" - 4" from top of sink.
- 4) Fill RINSE compartment of sink with fresh water. Use warm water and fill compartment 2/3 full.
- 5) Fill SANITIZE compartment of sink with diluted solution of Sanitizer. Use warm water and fill compartment 2/3 full for best combination of energy savings and drying time. Change sanitizing solutions when visibly soiled. Check solution strength frequently with test papers.

ANTES DE COMENZAR:

- 1) Lávese las manos antes de comenzar de lavar y cuando estén sucias. Limpie, aclare y sanee el fregadero, los desagües y los escurrideros.
- 2) Quite el desecho de los utensilios, las ollas y las cazuelas.
- 3) Llène el compartamento de lavar del fregadero con una solución deluida de Detergente para Lavamiento Manual (Manual Dishwashing Detergent). Use agua bien caliente y llene el compartamento hasta 3 o 4 pulgadas de la parte arriba.
- 4) Llène el compartamento de aclarar del fregadero con agua nuevo. Use agua caliente y llene el compartamento al nivel de dos tercios.
- 5) Llène el compartamento de lavar del fregadero con una solución deluida del Sanitizador. Use agua caliente y llene el compartamento al nivel de dos tercios para tener la mejor combinación de ahorro de energía y tiempo necesario para secar. Cambie la solución cuando se vea sucia para obtener los mejores resultados. Verifique la solución frecuentemente con las pruebas de papel.



STEP 1

WASH

- 1) Immerse pre-scraped pots and pans into WASH compartment of sink. Presoak 5 to 10 minutes.
- 2) Wash items using brush, scrubber pad, or cloth.

LAVAR

- 1) Sumerja las ollas y raspadas en el compartamento de lavar. Remoje 5 o 10 minutos.
- 2) Lave todo usando un cepillo de fregar o paño.

STEP 2

RINSE

- 1) Thoroughly rinse items in RINSE compartment of sink. Change fresh water in rinse compartment frequently.

ACLARAR

- 1) Aclare completamente todo en el compartamento de aclarar del fregadero. Cambie agua en este compartamento frecuentemente.

STEP 3

SANITIZE

- 1) Immerse rinse items completely in SANITIZE compartment of sink. Allow to soak for a minimum of 1 minute for proper sanitizing.
- 2) Remove items and allow to dry on drainboard. DO NOT WIPE DRY. NO POTABLE WATER RINSE REQUIRED.

SANEAR

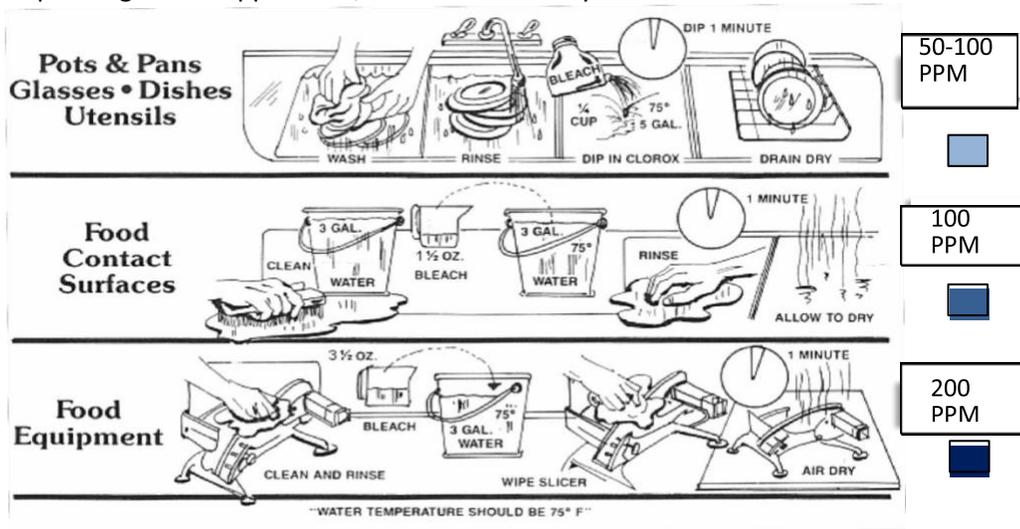
- 1) Sumerja las cosas aclaradas completamente en el compartamento de sanear del fregadero. Déjelo remojar por a lo menos 1 minuto para sanear correctamente.
- 2) Quite todo y déjelo secar en el escurridero. NO SECAR A MANO. NO SE NECESITA ACLARAR CON AGUA POTABLE.



Bleach Mixing Procedure

FOR USE IN ABSENCE OF A SANITIZING SOLUTION**

Normally, **One Tablespoon** (= 15 milliliters = 0.5 liquid ounce) of concentrated bleach **per Gallon** of water at normal room temperature is considered to be the equivalent of **200 PPM**. (Parts Per Million). Depending on the application, the PPM must vary. See below:



- First, the temperature has to be right (hotter temperatures decrease the effectiveness of bleach solutions). Room temp (75°) water is the most effective and should be used.
- Second, the time of exposure has to be at least one minute for a bacterial kill.
- Third, and perhaps most important, the concentration of chlorine **MUST BE ADEQUATE**.
- **USE CHLORINE TEST STRIPS TO VERIFY PPM.**



Guideline for mixing bleach solutions:

Sanitizing Activity	Ratio	Should Test to <u>Minimum</u> PPM	If too Low/ If too High
Pots, Pans, Dishes, and Utensils	2 ounces/ 5 gallons (~0.3%)	50-100 PPM	Add More Bleach/ Add More Water
Food Contact Surfaces	1.5 ounces/ 3 gallons (~0.4%)	100 PPM	Add More Bleach/ Add More Water
Food Processing Equipment	3.5 ounces/ 3 gallons (~1%)	200 PPM	Add More Bleach/ Add More Water

Trash Audits

As a dishwasher, another main priority is keeping non-trash items out of the trash! Things fall into the trash that should not, all the time. It is up to you and the rest of the team to salvage those items! Whether it is a fork, knife, sauce, cup, a plate, or a plastic basket! You should be performing trash audits periodically through your shift. There are different ways to make this process easier on the team, and below are a couple different ways.



Lexan/trash can method:

This method is the most common among the restaurants. A plastic pan is placed atop the trash can and this is where waste is placed. As the container fills up, it is then allowed to be slowly dumped down into the can below. As it is dumped slowly, silverware/plates/etc. can be easily spotted and salvaged!



Small can/big can method:

This method involves a smaller trash can being used as the main receptacle for the waste. As that smaller can fills up, it is then dumped off into a bigger can. The same process listed above would then be applied to salvage the silverware and other items.



Security/Back Door/Trash Runs:

Security is the highest priority in our restaurants, and it starts with the back door. Our back doors are equipped with alarming devices that are locked (from the outside) and alarmed at all times. Only a manager is able to open the back door and will only open it during certain times of the day. Ensure a manager is present at all times when the back door is open.



Cody's Original Roadhouse Dish Final Test

Name: _____

Score _____/23

1. SDS sheets stands for _____.
2. Chemicals are not required to be properly labeled. True or False
3. Three compartment sinks are used for
 - A) Hand washing dishes when the dish machine is not functioning
 - B) Prep
 - C) Soaking silver ware
 - D) None of the above
4. There are 2 forms of sanitizer- match the following types to the description
Quat based sanitizer is _____ based.
Chlorine based sanitizer is _____ based.
5. We use the same type of test strip to test both types of sanitizers. True or False
6. Trash audits are only completed at the end of your shift. True or False
7. Team members may enter or exit through the back door whenever they want. True or False
8. When handling clean dishes, you must
 - A) Be careful
 - B) Dry with a towel
 - C) Wash your hands
 - D) All of the above
9. As a dishwasher it is your responsibility to
 - A) Assemble/ Disassemble the dish machine
 - B) Sweep & mop the floors
 - C) Remove trash and garbage to the dumpster area
 - D) All of the above
10. Flatware should be soaked in _____
It should be run through the dish machine in a _____ and then sorted in a _____ and _____.
11. Pots, pans, bowls, cups, etc. should be stored
 - A) Right side up
 - B) Upside down
 - C) Separately
 - D) 8 inches off of the floor
12. Which is not required to be listed on the label of a chemical?
 - A) The common name of the chemical
 - B) An appropriate hazard warning
 - C) Poison control number
 - D) The name, address, and phone number of the company responsible for the product

13. Quat sanitizer should read no more than ____ ppm.
 A) 50
 B) 100
 C) 150
 D) 200
14. Chlorine sanitizer should read no more than ____ ppm.
 A) 50
 B) 100
 C) 150
 D) 200
15. When utilizing the 3 compartment sink dishes should be submerged in the sanitizer for at least ____ minute(s).
 A) 1
 B) 2
 C) 3
 D) 5
16. Chemical levels in the dish machine should be checked periodically throughout your shift to ensure proper levels. True or False
17. On the Hazard Communication Standard Pictogram; Exclamation marks represent
 A) Carcinogen
 B) Flammable
 C) Irritant
 D) Skin Corrosion
18. The 3 compartment sinks should be used to wash your hands when they are soiled. True or False
19. The dish machine should be reassembled at close after it has been cleaned. True or False
20. SUCCESSFULLY LABEL THIS SINK BY WRITING THE CORRECT WORDS IN THE RED BOXES ON THE FRONTS OF THE SINKS. THIS SINK IS A "LEFT TO RIGHT" 3 COMPARTMENT SINK. (3 POINTS)

