

FeedWells

Food for the well-being.

Training Document 2021

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Morning Checklist

It is important to follow the following rules in order your time is correct and for the University of Memphis to have an accurate count of who is in the build. It is your duty as an employee to complete these on a daily basis.

- Complete QR code Covid-19 sign-in questionnaire for the University of Memphis.
- Go to Production Room A, sign-in with Supervisor by filling out the Sign-in Sheet.
- Before touching any food products, be sure to wash hands with soap and water in the production room and begin preparing production areas.
 - Wash your hands before, during, and after preparing food.

Talking about Sanitation

When talking about sanitizing in this training document we are talking about keeping all kitchen equipment and utensils used to produce food products clean and in a good condition.

Wash all surfaces and utensils with warm soapy water.

- Food particles and dirt can harbor germs, so be sure to remove all food and dirt from kitchen surfaces and cookware. Use some ‘elbow grease’ if you need to. Plain dish soap and water is best- there is no need to use an antibacterial soap. Soap is designed to lift dirt off surfaces, sometimes with scrubbing, and warm water will help soap to work most effectively. There isn’t any need to use very hot water; cold water will work in a pinch.

Rinse surfaces and utensils to remove dirt and soapy residue.

- Use warm, running water to rinse away food particles, dirt, and soapy residue. As you rinse away dirt and soap, germs will also be washed away.

Sanitize rinsed surfaces to kill remaining germs.

- Once surfaces and utensils have been washed and rinsed, it’s a good idea to follow up with a sanitizing step. A sanitizing step will help kill any germs that might remain on a cleaned surface. There are two common types of chemical sanitizers- chlorine bleach and

quaternary ammonium compounds. Chlorine bleach is the easiest and most effective chemical sanitizer to use.

Preparing for Production

It is important to follow the following rule to ensure that there is no transfer of germs from the working spaces to the food that will be served. It is important that all our customers are healthy and happy after eating our food. It is your duty as an employee to complete these on a daily basis.

- Wipe down all surfaces before and after setting out any and all open food.
 - Use products that are provided to you by FeedWells.
- After wiping down and drying working space, lay out plastic wrap before opening any food.
- Look at the menu at the front of the room to know what needs to be prepared for the day.
- Use provided hairnets and gloves if you are working with open food.
 - Change gloves as needed throughout the day.
- Check all “Used By” dates before using any products to make sure the products we use are not expired.
 - Use the closest date to the current date you are on when looking at the “Used By” dates.

Production Line Responsibilities

The role of the production line is extremely important to our success. Your speed and efficiency are imperative to a smooth operation and the satisfaction of our customers. You need to have speed to be successful in completing your tasks. You will be provided with the right amount of product and the necessary tools and equipment to complete your tasks on a daily basis.

- Looking at the menu at the beginning of your day is the best way to start it.

- Get organized and plan your day before beginning your work.
- Preparing meals with a variety of meat, fruits, vegetables, and other food items.
- Assumes 100% responsibility for quality of product served to our customers.
- Knows and complies consistently with our standard portion sizes and quality stands and kitchen rules while following policies and procedures set by FeedWells
- Portions food and products according to how FeedWells requires it to be.
- Stocks and maintains a sufficient level of boxes of product in the production rooms.
- Maintains a clean and sanitary work station area including tables, shelves, ovens, refrigerators including the walk-in, freezers, and distribution rooms.
 - You are not allowed to set anything on the stoves in the kitchen that is not food related.
 - Clean as you go - sanitize your work area regularly throughout the day.
- Follows proper presentation when working on meals.
 - This included snacks and larger meals in boxes.
- Handles, stores, and rotates all products properly.
 - This includes all expired products.
- Be a team player.
 - Support and assist your fellow team members whenever possible
- Report any missing product or if you need to have more product to fulfil your duties.

Kitchen Organization and Cleaning

Maintaining your food service kitchen is an obvious priority. After all, an outright dirty kitchen can kill a business quickly, but a disorganized, poorly cleaned one will have the same result. Keeping the kitchen in an orderly and clean way will in turn keep our customers happy and our

employees healthy.

- **Daily**

- Wipe down all equipment, tables and counters, with provided sanitization supplies.
- Wrapping all counters that are going to have open food with plastic wrap.
- Rinse out all sinks in the kitchen that are used to rinse fruits and vegetables with sanitizer and water.
- Break down bigger boxes or unneeded boxes at the end of the day and dispose of them in the back of the facility with other boxes.
- Bring boxes that can be reused into the production rooms.
- Sweep kitchen and walk-in refrigerators and other production rooms.
- If the kitchen runs out of paper towel, let someone know so that we can have a constant flow.
- Keep all boxes on shelves accessible and in an orderly lay out.
 - Follow the designated labels on the shelves.

- **Weekly**

- Wash and sanitize walk-in refrigerators.
 - Empty sanitizing buckets after use.
- Wipe down walls wherever there are splashes
- Sweep and mop floors in the kitchen
 - Empty sanitizing buckets after use.
- Disinfect waste disposal area to prevent pests and the spread of bacteria; mop floors around cans, and wash the exterior and interior of each can.

- Clean the outside of refrigerators
 - including handles, sides, inside, and fronts of the refrigerator.
- **Monthly**
 - Sanitize behind refrigerators and ovens
 - Sanitize freezers
 - including handles, sides, inside, and fronts of the refrigerator.
 - Sanitize walls and ceilings
 - Restock first aid kit with necessary supplies
 - Sanitize the dry storage areas
 - Including wiping down shelves, sweeping, and mopping.
 - Check storage for gloves, hairnets and any other supplies that are used on the daily basis.

End of Day Checklist

Closing the kitchen is responsible for all the remaining employees that are left at the end of the day. Making sure the kitchen, prep area, and food storage are set up for the next day is an important part of the day.

- All countertops and shelves wiped down, sanitized, and organized.
- Refrigerator in the product room should be clean and organized.
- All food is put away in appropriate spots.
 - Meat, cheese, etc are to be stored in refrigerator.
 - Snacks are to be stored on shelves in the kitchen or production rooms.

- All food is covered, rotated, organized, with no expired food out.
- All boxes that are not reused are broken down and put in the appropriate spot.
 - Example: Juice and goldfish boxes can be reused.
 - All other boxes are to be broken down.
- Trash cans emptied and taken to the dumpster in the back of the building.
- Floor is swept out of all debris.
 - Mop if needed for the next day
- All temperatures on refrigerators should check before leaving for the day.
- All boxes of food should be at least 6 inches off the floor and 4 inches away from the wall.
- Walk-in freezer locked, with all lighting turned off.
 - This includes the walk-in and all production rooms.

Overall View

Kitchen facilities should be clean and well maintained to pass health department requirements. Also, Keeping a clean environment within the facility promotes food safety and boosts productivity and efficiency for the kitchen staff. We want to make everything as easy and seamless as it can be. Following the thing listed above can lead to a happy and productive work environment.

Kitchen Culinary Glossary

Reading a recipe and aren't sure about some of the terms included? Don't worry, we have a list of common culinary terms for just that situation! Take a look at our list to get cooking:

Al dente: To cook food until just firm, usually referring to pasta, but can include vegetables.

Bake: To cook food in an oven using dry heat.

Baste: To moisten food while cooking by spooning, brushing, or squirting a liquid, such as meat drippings to stock, to add flavour and prevent it from drying out.

Beat: To stir rapidly in a circular motion to make a smooth mixture, using a whisk, spoon, or mixer.

Braise: To cook first by browning the food in butter or oil, then gently simmering in a small amount of liquid over low heat for a long period of time in a covered pan until tender.

Broil: To expose food to direct heat on a rack or spit, often used for melting food like cheese.

Brown: To cook over high heat (usually on the stove-top) to brown food.

Caramelize: To heat sugar until it liquefies and becomes a syrup.

Chop: To cut vegetables into large squares, usually specified by the recipe.

Cream: To beat ingredients (usually sugar and a fat) until smooth and fluffy.

Cube: Like chopping, it is to cut food into small cubes, usually about 1/2 inch.

Dash: 1/8 teaspoon.

Dice: To cut into small pieces, usually 1/4 to 1/8 chunks.

Dollop: A spoonful of a semi-solid food, like whipped cream or mashed potatoes, placed on top

of another food.

Dredge: To lightly coat uncooked food with a dry mixture, usually with flour, cornmeal, or bread crumbs, to be pan fried or sautéed.

Dress: To coat foods with a sauce, such as salad.

Drizzle: To pour liquid back and forth over a dish in a fine stream, usually melted butter, oil, syrup, or melted chocolate.

Dust: To coat lightly with a powdery ingredients, such as confectioners' sugar or cocoa.

Fillet: To cut the bones from a piece of meat, poultry, or fish.

Flambé: To drizzle a flammable spirit over a food while its cooking, to ignite the just before serving.

Fold: To combine light ingredients, such as whipped cream or beaten eggs whites, with a heavier mixture, using a over-and-under motion.

Glaze: To coat foods with mixtures such as jellies or sauces.

Grate: Creates tiny pieces of food, best for things like cheese to melt quickly or a vegetable used in a sauce.

Grease: To coat the interior of a pan or dish with shortening, oil, or butter to prevent food from sticking during cooking.

Julienne: Cutting vegetables until long, thin stripes, approximately 1/4 inch thick and 1 inch long.

Knead: The process of mixing dough with the hands or a mixer

Marinate: To soak in a sauce or flavoured liquid for a long period of time, usually a meat, poultry or fish.

Mince: To cut as small as possible, most commonly used with garlic.

Pan Fry: Cook larger chunks of food over medium-heat, flipping once only.

Parboil: To partially cook by boiling, usually to prepare the food for cooking by another method.

Poach: To cook gently over very low heat, in barely simmering water just to cover.

Pinch: 1/16 teaspoon.

Purée: To mash or grind food until completely smooth.

Roast: Like baking but concerning meat or poultry, it is to cook food in an oven using dry heat.

Sauté: To cook small pieces of food over a medium-high heat with oil in a pan, usually to brown food.

Scald: To heat liquid almost to a boil until bubbles begin forming just around the edge.

Sear: To brown the surface of meat by quick-cooking over high heat into order to seal in the meat's juices.

Shred: Done on a grater with larger holes, resulting in long, smooth stripes to cook or melt.

Simmer: Bring a pot to a boil, then reduce the heat until there are no bubbles.

Skim: To remove fat or foam from the surface a liquid.

Slice: To cut vertically down, thickness sometimes specified by the recipe.

Smidgen: 1/32 teaspoon.

Steam: To cook food on a rack or in a steamer set over boiling or simmering water.

Steep: To soak a dry ingredient in a liquid just under the boiling point to extract the flavour,

such as with tea.

Stew: To cook covered over low heat in a liquid for a substantial period of time.

Whip: To beat food with a whisk or mixer to incorporate air and increase volume.

Whisk: To beat ingredients with a fork or a whisk.

Zest: The outer, coloured peel of a citrus fruit