
FeedWells Training Document

— 2021 —

Morning Checklist

- 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

- **Wash all surfaces and utensils with warm soapy water.**
 - Plain dish soap and water is best- there is no need to use an antibacterial soap. Soap is designed to lift dirt off surfaces
- **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.**
 - A sanitizing step will help kill any germs that might remain on a cleaned surface. Chlorine bleach is the easiest and most effective chemical sanitizer to use.

Preparing For Production

- 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

- 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.

Production Line Responsibilities

- 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 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.

Kitchen Organization and Cleaning 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.

Kitchen Organization and Cleaning 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

- 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.

End of Day Checklist

- 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

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.

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!