## Appendix

**Work Flow Plan**

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| Student Name Student ID Date | | |
| **Part A-Menu Items** | | **Portion/s** |
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| **Time** | **Part B- Workflow plan Task (Description) and Priority** | **Part C-Equipment Required** Note: Your trainer will confirm your knowledge and skills to operate these equipment effectively as per standard operating procedures |
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| **End of service procedures** | | | **Equipment** |
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| **What are the criteria’s which needs to be considered when selecting the ingredients?** | | | |
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| **Hygiene Consideration /Food Safety Requirements:** | | | |
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| **Quality Checks and Adjustments required:** | | | |
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| **Storage / WHS / Wastage:** | | | |
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| **Things to remember** |  |  |  |
| * **Use logical sequence for the tasks in both mise en place and cooking** * **Times are for guidance, may vary depending on the recipe/s** | | * **Some recipes may require adjustment** * **“Clean as you go” will save you time** | |

# Mise En Place sheet

Date:

Recipe being prepared:

Do you need to preheat the oven? Yes No If yes, what temperature?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  | | --- | | What tools do you need to prepare the recipe?(include any mixing attachments | |  | | |  | | --- | | List the ingredients needed for your recipe (including the amounts): | |  | |

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| List, in order, the steps needed to prepare your recipe: |
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| Questions or concerns : |
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# Food Preparation Sheet

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|  | | | | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
|  | **Item** | **Slow Par** | **Busy Par** | **Prep** | **Prep** | **Prep** | **Prep** | **Prep** | **Prep** | **Prep** |
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| **Station Responsibilities:**  **You are responsible for this Station all day and all its prep. Taste EVERYTHING!!**  **Have the Chef taste every recipe before you consider the recipe complete.** | | | | | | | | | | |

**Order List**

#### Company name:

**Date order placed:**

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| --- | --- | --- |
| **Item Description** | **Quantity ordered** | **Supplier** |
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**Ordered by: Signature:**

**Special requests/ delivery notes**



**Central Stock Control Record**

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| --- | --- | --- | --- | --- | --- |
| **Date:** | | | | | |
| **Item** | **Central record quantity in stock** | **Actual quantity in stock** | **Variance** | **Stock re- order levels** | **Action/s taken** |
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**Food & Drink Temperature Check Record**

**Location: Date:**

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| **List food items to be checked** | **Food Temperature:**  Record temp and indicate whether: Acceptable/ unacceptable | **If relevant, outline issues for unacceptable items indicated**  **and remedial action taken.** |
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Inspection completed by (print and sign name):

**KITCHEN CLEANING SCHEDULE**

Week of: Mon: through Sun:

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| **DAILY OR AFTER EACH USE** | | **INITIALS** | | | | | | |
|  | **\*\*Use N/A when the item is not applicable. Do not leave blank.** | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
| **\*\*Use W/O when a work order is pending. Do not**  **leave blank.** |
| 1. | All dishes, pots, pans and utensils are cleaned and stored |  |  |  |  |  |  |  |
| properly after each meal and snack. |
| 2. | Freezer, refrigerator and dishwasher temperatures are |  |  |  |  |  |  |  |
| checked and recorded. |
| 3. | All sinks are cleaned & sanitized after use. |  |  |  |  |  |  |  |
| 4. | All work counters are cleaned & sanitized after use. |  |  |  |  |  |  |  |
| 5. | Can opener is cleaned & sanitized after each use. |  |  |  |  |  |  |  |
| 6. | Steam table is cleaned & sanitized after each use. |  |  |  |  |  |  |  |
| 7. | Dishwasher is cleaned after each use. |  |  |  |  |  |  |  |
| 8. | Tray return window and surrounding area is cleaned after each |  |  |  |  |  |  |  |
| use. |
| 9. | Trash can is emptied and cleaned after each meal. |  |  |  |  |  |  |  |
| 10. | Bathroom is cleaned daily or as needed. |  |  |  |  |  |  |  |
| 11. | Dish cloths are washed at the end of each day. |  |  |  |  |  |  |  |
| 12. | Sweep floors after meals and mop daily. |  |  |  |  |  |  |  |
| 13. | Oven spills are cleaned and ovens are turned off. |  |  |  |  |  |  |  |
| 14. | Food service employees wear hair restraints and clean clothing |  |  |  |  |  |  |  |
| and keep hands clean and free of any open sores or  infections |
| that could spread to food. |

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| 15. | Clean ice machine exterior. |  |  |  |  |  |  |  |
| 16. | All tools cleaned, locked and inventoried. |  |  |  |  |  |  |  |
| 17. | Clean steamer and steam table after each use. |  |  |  |  |  |  |  |
| 18. | Clean mixer after each use. Cover |  |  |  |  |  |  |  |
| 19. | Clean receiving dock. |  |  |  |  |  |  |  |
| 20. | Clean & sanitize slicer. Cover |  |  |  |  |  |  |  |
| 21. | Foods thawed appropriately. |  |  |  |  |  |  |  |
| 22. | Foods cooled appropriately. |  |  |  |  |  |  |  |
| 23. | Chemical stored away from food. |  |  |  |  |  |  |  |

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| **WEEKLY** | | **DATE** | **NAME** |
| 1. | Delime dishwasher. |  |  |
| 2. | Delime floor under sinks and ice machine. |  |  |
| 3. | Clean pantries, shelves and food canisters |  |  |
| 4. | Clean all freezers and refrigerators, interior and exterior. |  |  |
| 5. | Clean walls. |  |  |
| 6. | Clean office. |  |  |
| 7. | Clean ovens weekly or as needed. |  |  |
| 8. | Polish all stainless steel surfaces. |  |  |
| 9. | Equipment temperature log complete. |  |  |
| 10. | Serving temperature log complete. |  |  |