



Peakland Pool Snack bar 2016

EMPLOYEE PROCEDURES
2015--2016

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Welcome employee to the PLP Snack bar. You will find this document provides you with a detailed account for the basic rules and procedures for each food-service employee at PLP. Your purpose is to uphold food-safety and service our customers, however, you will find that your responsibilities will extend beyond making wonderful food. Please memorize and review before your first day of work.

Important Rules

- Do not use the same rags to clean the tables as you do to wash dishes!
- Wear clean clothing, closed toed shoes, and pull back hair from face to prevent falling follicles.
- All foods are purchased and prepared at the snack bar, or a food manufacturer, no private home or business (that does not directly deal in food) may have products in the snack bar.
- All food shall be protected from contamination while being stored, served, and displayed.
- Snack bar manager, and any ASM, may establish additional structural or operation requirements as necessary to ensure that the food is of a safe, sanitary, and good quality.
- All employees must be courteous, kind, and patient with all customers.

Note: Use disposable knives when making anything with peanut butter and cover the cutting board with white cooking sheets, do not just place peanut butter on the cutting board. Many children have peanut allergies!

Opening Procedures

These tasks are to be completed before we open at 11AM.

1. Turn on the grill-hood, fan, and lights.
2. Put blue rubber mats out onto the foyer floor.
3. Place napkin dispensers onto the outside tables.
4. Place condiments and utensils onto the condiment table in the foyer.
5. Take the clean cutting boards and utensils and place them on the cutting station (placing one cutting board for bread, and another for meat).
6. Set the grill to 275°F, and the deep fryers to 450°F.
7. Hit “Start Drawer” for to start the day’s cash intake program for the Square system.
8. Check to see if cash box is available (if not, notify manager).
9. Check to make sure food items are stocked, and write down what we are low on in order to notify the managers of a shortage.
10. Wash hands, and wear latex gloves (guidelines are defined in the Food Safety section).

Between Shift Procedures

These tasks are to be completed during the last half-hour of the morning shift.

1. Clean up the prep table for the second shift.
2. Restock (as necessary) for the second shift.
3. Let the evening shift employees know what foods we are out of (in order to inform the manager).
4. Assist the evening shift employees in order to assist an expected overflow of customers.

Evening Shift Procedures

These tasks are to be completed at the last half-hour of the evening shift.

1. Turn off the fryer, grill, unless otherwise directed by the manager.
2. Wipe the stainless steel surfaces with the steel polish spray.
3. Wipe all counters.
4. Make a list of all inventory items we are short on.
5. Wipe down the nacho cheese dispenser.
6. Restock the drinks for tomorrow's morning shift.
7. Collect napkin dispensers and loose trays from the outside tables.
8. Wash all utensils, knives, and cutting boards in warm (soapy) water in the left basin
(refer to the Food Safety page for specific temperatures pertaining to prevention of bacterial growth).
9. Next rinse all washed items in the middle basin.
10. Plug up the drain in right basin and soak dishes in two capfuls of bleach for 10 minutes
(refer to the Food Safety page for specific temperatures).
11. Then place sanitized items onto the drying racks above the washing basins.

Note: dry the black baskets with disposable paper towels before placing them in the drying rack.
12. Wipe work tables with bleach/water mixture spray bottle.
13. Collect napkins from condiment table and wipe down condiment table with

bleach/water mixture spray.
14. Roll up the blue rubber mats and place them in the corner

15. Sweep the floors and mop up with warm water, 1/4th of a cup of degreaser, and bleach (one cap per gallon, of water, ratio).
16. Dump dirty water into trough and rinse the mop bucket out.
17. Take out that day's trash and replace trash bags (as necessary).
18. Turn off lights in drink fridge (located in the upper right hand corner).
19. Turn off all lights including the two back room lights.
20. Slide the security gate across the snack bar along the rail runner and slam to lock the gate.
21. Ask the acting pool manger to use his key to close the storm door before leaving.

Food Safety As of 07/15

- Employees prepping food, may not contact food with bare hands, and shall use gloves or other suitable utensils for dispensing ready-to-eat foods.
- Employees preparing and serving food shall keep their hands clean by using the following procedures in the order stated:
 1. Rinse hands and exposed portions of the arms under clean running water at hand washing station.
 2. Lather in soap.
 3. Rub hands for 10 seconds (making sure to work underneath the finger nails and between the fingers).
 4. Rinse, and dry.
- All potentially hazardous (raw) foods should be kept under 41°F or over 135°F.
- All previously cooked (then refrigerated) or (potentially hazardous) frozen foods must be rapidly reheated to at least 165°F for 15 seconds, and then held above 135°F, prior to service to the public. The only exception to this rule is pre-cooked foods within intact packaging from a food supplier, in which case, rapid heating to 135°F and holding it to that temperature should be enough.
- Milk, if provided, shall be dispensed in individual drink containers
- Peakland's snack bar must be kept clean at all times. Free of litter, trash, overflowing trashcans; the snack bar will maintain a clean appearance in congruence with health and safety standards.
- Single service items (such as plastic ware, paper ware, and wooden utensils) should be used only once. Equipment (dishes, pots, pans, and rinsed utensils) used in food prep, cooking, or serving of food should be washed, rinsed, and sanitized after use.

Note: Sanitizing dishes and utensils is accomplished by:

Total immersion for at least 30 seconds in clean, hot water (171°F)

Total immersion for at least 10 seconds in a solution of bleach and water at a concentration of 1 cap of bleach to a gallon of water ratio.