

Learn all about it

Only the Highest Quality Food • The Highest Personal Standards • Out-of-this World Hospitality
A Healthy, Growing Company • A Great Place to Work



Employee Training Schedule

DAY 1

- Questions?
- Complete position set up with a trainer
- Assist trainer with the duties of the bread person, including set up and clean up

DAY 2

- Questions from first day?
- Complete position set up with a trainer
- With the trainer observing, complete the bread duties including set up and clean up.
- Certified trainer completes observation checklist on trainee
- Take test



HEALTH IS IN YOUR HANDS

In order to keep our customers and families safe, you must memorize and follow all the procedures in the Food Safety Pop.

- Take care to ensure that product levels do not fall into the temperature danger zone (41°F to 140°F).
- For Gluten Sensitive items, follow the procedures on the one sheet found in the Gluten Sensitive Handling Kit.

SETTING UP THE BREAD STATION

Step 1: Set up your sanitizer bucket and towel. Check sanitizer PPM with a test strip.

Step 2: Ensure you have all of the equipment in place to run your position. If anything is missing, please inform your manager. You will need the following:

• Mini muffin pans	• Red / beige trays
• Baking pans and mats	• Scoop - white
• 32 oz squeeze bottle	• Digital scale
• Oven mitts	• Pickle bag holder
• Parsley shaker	• Recipe labels
• Dredge shaker (for garlic)	• Digital timer
• Baby lexan	

BREAD PROCEDURES

- Rotation is a major factor of your job. Practice FIFO (First in, first out) when storing hot and cold items.
- Reference the Food Safety POP for proper dating and labeling rules.

GINGERBREAD AND CORNBREAD MUFFIN PROCEDURES

To prepare mini muffins for the Salad Bar, follow these steps:

Step 1: Preheat the convection oven to 325°F.

Step 2: Lightly spray non-stick spray on the mini muffin pans before filling with batter.

Step 3: Using a large squeeze bottle, pour the batter into the muffin pans, filling each spot ¾ full. Store any leftover muffin batter in a cambro with a recipe label. Muffin batter has a 5 day shelf life.

Step 4: Bake in the convection oven for 6-8 minutes.

Step 5: Rotate the muffins 180° and move the top trays to the bottom and the bottom trays to the top. Bake for another 6-8 minutes.



Step 6: Remove the muffins from the oven and immediately remove them from the pan onto a clean red / beige tray. Use one tray for two pans of muffins. Separate the muffins on the tray from each other to prevent the muffins from sticking together.

Step 7: Allow the muffins to cool for 1 hour. Muffins will have a slightly crunchy, caramelized exterior. After 1 hour, top the tray with another clean red / beige tray. Date the tray with a recipe label. Muffins have a 2 day shelf life.



MUFFIN PAN DAILY CLEANING PROCEDURES

To clean muffin pans, follow these steps:

Step 1: Soak the dirty pans in a 3-compartment sink or black bus tub of hot water.

Step 2: Add 4 quarts of multi-purpose cleaner (for up to 10 pans.)

Step 3: Soak the pans for 2 to 4 hours. Alternate stacking the pans upside down to ensure that the pans are separated.

Step 4: When the residue can be easily removed, spray the pans with water. Use a green scrub pad if necessary.

Step 5: Run the muffin pans through the dish machine.

Step 6: Alternate stacking the pans upside down to allow them to air dry.

GARLIC TOAST PROCEDURES

To prepare garlic toast, follow these steps:

Step 1: Preheat the convection oven to 325°F.

Step 2: Pour 1 inch of olive oil blend in the bottom of a clean baby lexan.

Step 3: Fill the lexan halfway with garlic toast. Mix the bread around gently to fully coat each piece of bread with olive oil blend on both sides. Squeeze each piece of bread flatly against other pieces of bread to remove the extra oil.

Step 4: Arrange the bread in a single layer on a clean baking pan.

Step 5: Using a dredge shaker, shake granulated garlic on top of the bread. Label the dredge shaker with a recipe label that says "Garlic".

Step 6: Bake in the convection oven for 6-8 minutes. Rotate the pans 180° and bake for another 6-8 minutes until golden brown. Remove the baking pans from the oven.

Step 7: Using a parsley shaker, sprinkle the toast evenly with parsley flakes and allow the toast to cool on the pans. Label the parsley shaker with a recipe label that says "Parsley".

Step 8: Store in a 6 quart cambro and date with a recipe label. Garlic toast has a 2 day shelf life.



PREPARING MUFFALETTAS

To prepare muffalettas, follow these steps:

Step 1: Lay out the number of muffaletta bun bottoms that you need to prepare.

Step 2: Stir the muff mix before using to ensure that the mix is evenly coated with oil.

Step 3: Place 2 level white scoops of muff mix on the bottom bun and spread evenly to the edges of the bun leaving no area exposed.

Step 4: Add the meat to the muffaletta.

- For a Ham Muffaletta, spread 2 rolls of ham on top of the muff mix, covering the entire bun. Add 6 slices of salami on top, overlapping the slices in a circle around the bun.



- For a Turkey Muffaletta, spread 2 rolls of turkey on top of the muff mix, covering the entire bun.

Step 5: Add 4 slices of provolone on top of the meat, overlapping the slices in a circle around the bun.

Step 6: Stir the muff mix again to ensure that the mix is evenly coated with oil, and place 1 more level white scoop of muff mix on top of the provolone, spreading it out evenly. Top with the top piece of bread.

Step 7: Place in a muff bag and date with a recipe label. Muffalettas have a 2 day shelf life. **Store in refrigeration, upside down.**

COOKIE PROCEDURES

Keep cookies frozen before baking them. To bake cookies, follow these steps:

Step 1: Preheat the convection oven to 325°F.

Step 2: Place clean baking mats on the baking pans. Use 1 mat for a 1/2 baking pan and 2 mats for a full pan.

Step 3: Place 12 cookies per baking mat, leaving an equal amount of distance between each cookie and the edges of the pan so the cookies don't bake together when cooking.

Step 4: Bake in the convection oven for 8 minutes. Rotate the pans 180° and bake for another 8 minutes. Cooking times can vary between different ovens and different types of cookies. Remove the baking pans from the oven and allow them to cool on the pans.

Step 5: Once the cookies are cool, transfer 4 cookies to a piece of wax paper and place them into a baby lexan with a lid. Repeat this process, stacking cookies on top of each other. When working with cookies baked on different days, place the new cookies into a separate lexan to ensure the oldest cookies are sold first.

Step 6: Date the baby lexan with a recipe label. Cookies have a 2 day shelf life.

Step 7: Pans and baking mats should be washed, rinsed, and sanitized after each use. Wash them by rolling them up and placing them into the dish rack used for cups. After washing, allow them to air dry in those racks



PORTIONING NUGGETZ

To portion the JD Nuggetz, follow these steps:

Step 1: Since these Nuggetz are gluten free, you must wash your hands and put on new gloves before portioning them. Nuggetz used for gluten-sensitive orders will be kept separate from Nuggetz used for regular orders. Thawed Nuggetz have a 3 day shelf life.

Step 2: Place Nuggetz directly into a metal pan with a lid. These will be used for regular orders. Label this pan as "Nuggetz".

Step 3: Portion 4 Nuggetz into a pickle bag. Place all of the pre-portioned bags into a second metal pan with a lid. These will be used for gluten-sensitive orders. Label this pan as "GS Nuggetz".

Step 4: Place any remaining Nuggetz into a cambro labeled "Nuggetz" and place into the freezer. Frozen Nuggetz have a 2 month shelf life.

SHREDDING CHEESES

To shred Cheddar and Asiago cheese, follow these steps:

Step 1: Using a double-handled cheese knife, cut the large wheel of cheese into small pieces.

Step 2: Shred cheese using the General, Mannhart, or Robocoupe food processor. Use the following blades for each machine: General - Grater Blade, Manhart - S4 Blade, Robocoupe - RG4 Blade.

Step 3: Date shredded cheese with a recipe label. Shredded cheeses have a 5 day shelf life. When working with cheeses shredded on different days, place the new cheese into a separate container to ensure the oldest cheese is used first.

OBSERVATION CHECKLIST

To be completed by a manager:

- Practices proper sanitation procedures
- Communicates needs with other positions and managers
- Rotates products correctly

To be completed by the certified trainer:

- Follows correct procedures for all items

I understand all of the above, and agree to complete these on every shift

Trainee Signature

Manager Signature