

LINE SET

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 AM Line set person, following their routine
- Take notes on where items are placed on the line
- After shift, assist the trainer with any line reset

DAY 2

- Questions from first day?
- Complete position set up with a trainer
- Assist trainer with the duties of the AM Line set person, following their routine
- After shift, assist the trainer with any line reset

DAY 3

- Questions from previous day?
- Complete position set up with trainer observing
- With the trainer observing, complete AM line set up
- After shift, with a trainer observing, complete any line reset
- 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.

SETTING UP YOUR STATION

Step 1: Set up your sanitizer buckets and towels. Check sanitizer PPM with a test strip.

Step 2: Check the water levels of the hot wells. The water should be high enough to touch the pan, but not so much that the pan is floating.

Step 3: Turn the wells on "2" for five minutes. Then, turn the wells to the setting needed to maintain the food at a temperature above 140°F. This will help keep the thermostats from burning out.

Step 4: Ensure you have all of the equipment in place to run your station. If anything is missing, please inform your manager. You will need the following:

• Microwavable pans and lids for heating	• Squeeze bottles and lids
• Pan liners for soups	• Condiment spreaders
• Calibrated thermometer	• White, ivory, black, and purple scoops
• (2) 6 oz ladles	• Day Dots for every day
• 8 oz ladles	• Recipe labels
• Pan drain shelf	• Lined waste containers
• Metal tongs	• Bucket of water for Ovens station
• Knives	• Green handle spoon

Step 5: Make a list of what items you need to restock. Utilize a cart to minimize the number of times that you need to go back and forth to the walk-in cooler.

PROPER ROTATION AND LABELING

- Rotation is a major factor of your job. Practice FIFO (First in, first out) when prepping and holding hot and cold items. Newly prepped items should always be stored behind older items.
- All product levels should be below the fill line, 1 inch from the top of the pan. Stocking beyond this level may allow product to fall into the temperature danger zone (41°F to 140°F).

- If you need to restock mushrooms, pull the product from the top of the Salad Bar to use first.
- Reference the Food Safety POP for proper dating and labeling rules.
- Every item must be checked for quality. Alert a manager if any product is questionable.



HEATING SOUPS

Start setting the line by heating up the soups. New soups (any that haven't been heated and cooled in the deli before) must be heated in the microwave or in the convection oven. Reheated soups can only be heated in the microwave. Delis with steamers may also use that to heat and reheat soups. For steamer procedures, see the Steamer Cooking Chart document. Soups and other hot products may only be reheated once.

To heat new unopened soups in the convection oven, follow these steps:

Step 1: Set the oven to 200°F and let it heat up to that temperature. Higher temperatures will lead to the soup bag bursting.

Step 2: Place 1 or 2 bags of unopened soup – either frozen or thawed on a sheet pan. Pair similar soups together for a more consistent cooking time. For example, put thicker soups together.

Step 3: Heat soups until they reach 140°F. Thawed soups will take 30 to 45 minutes. Frozen soups will take approximately 1 hour. Times may vary based on the oven and the thickness of the soup. The maximum time in the oven cannot exceed 2 hours.



Step 4: Check soup temperatures by folding the heated bag around the thermometer probe. Once the correct temperature has been reached, the soup may be dropped on the line, held in a hot box, or held in a preheated hot holding well.

To heat/reheat soups in the microwave, follow these steps:

Step 1: Place bag of unopened soup or pan liner of soup into a microwavable pan.

Step 2: Heat soup in the microwave for 4 minutes. Remove soup and stir.

Step 3: Repeat Step 2 until soup temperature reaches 140°F for new soups or 165°F for reheated soups.

Step 4: Check new soup temperatures by folding the heated bag around the thermometer probe. For reheated soups, put the thermometer probe into the center of the soup, being sure not to touch the sides or bottom of the pan. Once the correct temperature has been reached, the soup may be dropped on the line, held in a hot box, or held in a pre-heated hot holding well.



HEATING AND HOLDING PRODUCT

- After heating soups, heat other hot products. New foods will be heated to 140°F and reheated foods will be heated to

165°F. All hot products may be heated at this time, except for chicken breast, corned beef, pastrami, Beefeater meat, sauerkraut, and potatoes. Stir hot products every 30 minutes.

- Bacon, rice, and au jus must be made fresh daily.
- Heated product can now be dropped on the line. When stocking, do not combine old soups with new soups. Use an entire pan, discard the pan liner, and then place a fresh soup in a new pan liner into the pan. The ideal temperature range to serve the highest quality soup to our customers is between 155°F and 175°F.
- Only metal pans may be placed on the line. Place utensils in all hot products so that you can stir the product every 30 minutes throughout the morning. 6 oz metal ladles will be used for the Southwest Chicken Chili and Chili. 8 oz metal ladles will be used for all other soups.
- All cream-based items (Tomato soup, Broccoli Cheese soup, Chicken Pot Pie, and Alfredo sauce), meatballs will be double-panned. Pour a small amount of water into a metal pan and insert the 2nd metal pan containing the soup or meatballs.
- Meatballs get 1 cup of sauce for every pound of meat. One 5 lb. bag of meatballs will get 5 cups of sauce.
- Chicken breast and sauerkraut may be heated and dropped on the line at 9am. Sauerkraut will be held in a perforated pan to allow the juices to drain. Potatoes need to be in the convection oven by 9am. Potatoes are cooked on sheet pans at 425°F for approximately 1 hour. Cooked potatoes have a shelf life of 2 hours. Potatoes must be held at 140 degrees or higher after cooking.
- Corned Beef and pastrami may be heated between 10 – 11am, depending on the needs of the deli. Both meats will be held in a perforated pan to allow for draining the juices before placing the meat on the sandwich. Beefeater meat will be cooked to order. Brisket will be heated per order.
- For delis that don't move enough Chopped BBQ, hold cold on the line and label with recipe label.

STOCKING COLD PRODUCT

Step 1: Pull large lids off of the cold stations and store them properly.

Step 2: Fill cold wells with ice and water, if necessary. Ice bath must be deep enough to ensure that the pans are submerged in the ice bath, but not so much that the pan is floating.

Step 3: Check prep date and time on the guacamole. The guacamole has a 24-hour shelf life and is made daily. Replace the product when it is expired.

Step 4: Set up all dressing squeeze bottles. On the line, any squeeze bottles must be stored in a squeeze bottle insert. When stocking dressings a new bottle must be used each time. Use an entire bottle, put bottle aside to be cleaned, and place a fresh dressing bottle into the insert.

Step 5: Stock cold items starting at Make; stock the front line, and then the back side of the line.

- When stocking whole avocados for the line, wash them thoroughly before bringing to the line.

- When stocking salmon, follow these steps to thaw:
 1. Pull out the number of frozen salmon fillets that you will need for the next couple of days.
 2. Remove the fully cooked portions from the plastic pouches and place in a 4 qt cambro with wax paper in between each layer.
 3. Place a lid on the container and date with a recipe label with shelf life of 3 days / 72 hours.
 4. Store cambro in the walk-in to thaw. Salmon shouldn't be thawed in plastic packaging.
- When stocking Mac & Cheese, follow these steps to thaw:
 1. Pull out the number of frozen bags that you will need for the next couple of days and place in walk in.
 2. Once thawed remove Mac & Cheese from plastic packaging and place in metal pans.
 3. Place a lid on the container and date with a recipe label with shelf life of 2 days / 48 hours.

When stocking raw shell eggs, follow these steps:

1. Only pull out the number of raw shell eggs that you will need for the day.
2. Raw shell eggs must be separated from RTE (ready to eat) foods while refrigerated and stored on the bottom shelf below and away from RTE foods.
3. Place a lid on the container and date with the proper date label with a shelf life of 7 days / 168 hours.
4. DO NOT wear gloves when handling raw eggs. Always wash your hands after handling.

Step 6: Stock all breads. Bread may be stocked on the line or at the Order counter. All specialty breads will be stored in baby lexans with lids. The only exception will be wraps, which will be stored in a stainless steel sandwich wrap container. Sliced bread will be stocked on a red/beige tray.



Step 7: Stock the Gluten sensitive kit. Wash your hands and change gloves before handling the kit. Stock it according to the Gluten Sensitive Handling Kit one-sheet that is in the kit.

LINE SET RECIPES

Soups

1. Broccoli Cheese - Thaw 1 bag of soup in walk-in, microwave, or steamer. Thoroughly stir in 2 cups of hot water and 2 cans of evaporated milk prior to heating.
2. Chicken Noodle - Add 4 cups of hot water after heating.
3. Seafood Gumbo - Add 1.25# cooked shrimp, reheated to 165°F, after soup has been heated.
4. All other soups are ready after heating and need nothing added.

Rice

1. Rinse rice thoroughly.

2. Pour 3 cups of water into 2 cups of rice in an microwavable pan.
3. Microwave for 1 ½ minutes, or follow the steamer procedures, then stir the rice.
4. Repeat step 3 until the temperature reaches 140°F.
5. Transfer rice to a metal pan and move to the line to continue cooking until rice is fluffy and tender.

Au Jus - bulk recipe:

1. Pour 18 qts of water into a 22 qt cambro.
2. Thoroughly mix in 5 ¼ cups of au jus mix and 5 tbsps granulated garlic.
3. Store in the walk-in. Stir au jus before portioning for the line.
4. Shelf life for bulk au jus is 2 days / 48 hours, but product in use should be discarded at the end of each day.

Au Jus - 1/3 size 6 inch pan:

1. Pour 4 quarts of hot water in 1/3 pan.
2. Thoroughly mix in 1 ½ cups of au jus mix and 1 tbsps granulated garlic.
3. Heat to 140°F and hold hot on the line.

Bacon

1. Transfer original package sheets of bacon to a sheet pan. Lay in a single layer with 2 sheets per pan.
2. Run bacon through the muff oven once or the Make oven twice. Bacon should be crisp, but not burnt.
3. Line a 1/3 pan with a drain shelf. The drain shelf will keep the bacon free of excess grease.
4. Layer bacon in the pan. Shelf life for cooked bacon 1 hour.

OBSERVATION CHECKLIST

To be completed by a manager:

- Practices proper food safety procedures and washes hands often
- Checks sanitizer buckets with test strips to ensure proper PPM
- Monitors and follows food temperature guidelines
- Follows proper rotation when stocking items, including dressings and soups
- Follows proper dating and labeling rules
- Communicates needs with other positions and managers
- Can accurately complete the Time & Temp Log for all items within area, including taking and recording corrective actions

To be completed by the certified trainer:

- Heats and reheats products properly before hot holding
- Prepares all line set recipes correctly
- Stocks product to the fill line only
- Uses the correct pans and utensils when stocking the line

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

Trainee Signature

Manager Signature