

# SALAD BAR

## 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
- Taste all product on the Salad Bar with a manager
- Assist trainer with the duties of the SB person, including cleaning up

### DAY 2

- Questions from first day?
- With the trainer observing, complete position set up
- Taste all product on the Salad Bar with a manager
- With the trainer observing, complete the SB duties, including clean up

**\*\* Note: This POP is to be used in conjunction with the Prep POP. You must know the Prep specs to perform your job.**



### 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 THE DRINK STATION

Start setting up the Salad Bar area by setting up the drink station. Use the drink station schematic to ensure that everything is set up correctly. To set up the drink station, follow these steps:

**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 to set up the drink station. If anything is missing, please inform your manager. You will need the following:

• Spatula	• Spigot covers
• Cambro	• Sanitizer
• Measuring cup	• Sanitizer towel
• Tongs (lemons and limes)	

**Step 3:** Brew coffee and tea. Brewed tea has a 6 hour shelf life. Fresh coffee must be brewed before and after lunch. Check to ensure that the machines are assembled properly before beginning.

- For coffee, use 1 bag of coffee per ½ gallon brewed. For tea, use 1 bag of tea per 3 gallons brewed. For regular and sweet tea, brew without a filter. For black currant tea, brew with a filter. Use a spigot cover while tea is brewing.

- To prepare sweet tea, pour 5 cups of sugar (per 3 gallons of brewed tea) into a cambro. Pour enough hot freshly-brewed tea into the sugar to dissolve it and stir with a spatula until it is completely dissolved. Use the spatula to stir the sugar / tea mixture back into the urn of tea.
- To prepare Hibiscus tea, pour 1 cups of sugar (per 3 gallons of brewed tea) into a cambro. Pour enough hot freshly-brewed tea into the sugar to dissolve it and stir with a spatula until it is completely dissolved. Use the spatula to stir the sugar / tea mixture back into the urn of tea.

**Step 4:** Set up 4 tea urns at the drink station, 1 for each type of tea we serve. Starting closest to the drink machine, set up an urn for unsweetened tea, an urn for sweet tea, an urn for black currant tea, and an urn for hibiscus tea. Check tea urn stickers and let a manager know if they are damaged or need to be replaced.

**Step 5:** Insert the cleaned nozzles on the drink machine.

**Step 6:** Set up an ice bath for the lemons, limes, and coffee creamers. Set those items in place, and add tongs for the lemons and limes.

**Step 7:** Fill the ice cream machine and set to the proper service setting.

**Step 8:** Wipe down all equipment and counters with sanitizer and a towel.

### SETTING UP THE SALAD BAR

After setting up the drink station, set up the salad bar. Use the salad bar schematic that matches your deli to ensure that everything is

# SALAD BAR

set up correctly. The different salad bar schematics are based on two things: 1.) The number of crocks (4 or 5) on the dry end of your salad bar, 2.) Which side of the deli the line is on when you walk in the front door. For example, a right line deli means that the line is on the right side of the deli when you walk in the front door. To set up the salad bar, start from the dry end and follow these steps:

**Step 1:** Check sanitizer PPM with a test strip.

**Step 2:** Ensure you have all of the equipment to set up the salad bar. If anything is missing, please inform your manager. You will need the following:

• Day dots	• Spatulas
• Recipe labels	• All SB utensils

**Step 3:** Clean surfaces starting from the top and working toward the bottom. Clean all glass using a paper towel and glass cleaner. Clean any laminate surfaces and marketing materials with a sanitizer towel and all-purpose cleaner. Spray cleaners onto the towel, not directly onto the surfaces, to keep from contaminating food.

**Step 4:** Change garlic toast pan, removing crumbs, and fill garlic toast. Line both muffin baskets with new sandwich wrap, with the logos facing down, and fill with muffins. Check that the cracker baskets are full and that all baskets match each other. Crackers may be stacked one row above the basket rim.



**Step 5:** Check salad bar clings and let a manager know if they are damaged or need to be replaced. Make sure that you have a bottle of Fat Free Leo's Italian dressing and a bottle of Raspberry Vinaigrette (and a bottle of Honey French if your deli carries it) available in refrigeration.

**Step 6:** Remove lids from all crocks.

**Step 7:** Fill dry end crocks, and then transfer the product into new crocks to ensure the newest product is on the bottom of the crock.

**Step 8:** Flip the following items from the top of the salad bar into new crocks: hummus, cottage cheese, banana pudding, and all salad dressings. Use a spatula to scrape all of the product from one crock to the other. Place proper day dots and recipe labels on the new crocks.

**Step 9:** Fill lettuce, field greens, and spinach in metal pans to 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).

**Step 10:** Using the salad bar schematic, place the appropriate utensil in each crock. Use black utensils from 10am to 2pm, red utensils from 2pm to 6pm, and black utensils again from 6pm to close. Utensils should be placed on the side of the crock that is closest to the dry end of the salad bar.

**Step 11:** Use salad bar par sheet to build backup crocks. Backup crocks will be stocked to half full to allow for proper rotation of those items. Mix recipes well before portioning into crocks. If you are running low



on anything, inform a manager. This way, it can be replenished before you run out completely.

**Step 12:** Date the backup crocks appropriately using the dating and labeling instructions listed on the salad bar par sheet. Transfer the dates from any prepped product to the salad bar crock.



**Step 13:** Put backup crocks under the salad bar, with dates facing toward the front, in the same order as they are stocked on top of the salad bar. Organize the items in neat stacks, keeping the same items in one stack with the newest crocks at the bottom of the stack. This will allow proper rotation using FIFO (First in, first out).

## SALAD BAR SPECS

- All product on the salad bar must meet our Core Value of Only the Highest Quality Food. Discard any product that isn't the highest quality. Ask a manager if you have any questions. After discussing with a manager, discard any product that isn't the highest quality.
- Bell Peppers - Each crock will have an even mix of red and yellow strips.
- Cucumbers and Onions - Only use whole rings and slices. Broken pieces may be saved to use in recipes.
- Broccoli and Carrots - Cover the product on top of the salad bar with ice to keep it from drying out.
- Olives, Artichokes, Beets, and Pickles - Portion into crocks, covering the product with its juice to keep it from drying out. Empty any remaining product into a cambro with a lid.
- Peas - Thaw under cold (70 degrees) running water, portion into crocks, and empty any remaining product into a cambro with a lid.
- Eggs - All eggs should be whole eggs only with no dark spots.
- Chocolate Mousse - Garnish the top of the crock with 4 oz of chocolate chips.
- Italian Peppers, Jalapenos, and Giardinera - Portion into crocks, covering the product with its juice to keep it from drying out. Empty any remaining product into a cambro with a lid. These items have a 5 day shelf life. Date crocks with 2 day dots.
- Cajun Mix, Cranberry Walnut Mix, Sunflower Seeds and Almonds have a 14 day shelf life. Granola has a shelf life of 30 days. Portion these into crocks. Date crocks with a recipe label.

## SALAD BAR RECIPES

- To prepare Mixed Fruit and Yogurt (amount for 2 crocks), follow these steps: 1.) In a mixing bowl, mix together 3 cups of strawberries (quartered and de-stemmed), 2 cups of loose grapes, 3 cups of apple slices (cut into thirds), and 3 medium or 2 large bananas (sliced 1/8 inch thick). 2.) Fold in 2 cups of yogurt. 3.) Date crocks with a recipe label. Mixed Fruit and Yogurt has a 1 day shelf life.
- To prepare Banana Pudding, follow these steps: 1.) Place 4.5 cups of Banana Pudding into a crock. 2.) Slice 2 bananas and mix slices into the pudding. 3.) Open two packs of

# SALAD BAR

graham crackers and crumble them to use as a garnish for the top of the pudding. 4.) Add more graham crackers throughout the shift as needed. 5.) Date crock with a recipe label. When prepped, a recipe of Banana Pudding has a 1 day shelf life.



replaced is less than half full, the amount of product in the crock will never reach over the rim.

**Step 5:** Place the crock in its spot on the salad bar. Reset the salad bar utensil on the side of the crock that is closest to the dry end of the salad bar.

**Step 6:** Take the empty crock back to the dish area to be cleaned.

## MAINTAINING CLEANLINESS OF THE SALAD BAR AREA

To help keep the salad bar counter clean and free of clutter for our customers, we use a clean red/beige tray to do the following tasks:

- Cleaning the SB – wipe the food onto the tray
- Flipping crocks – any food particles or dressing spills will happen on the tray and not on the counter
- Changing utensils out – dirty utensils are placed on the tray to keep the counter clean
- Holding the empty crocks and spatulas – keeps them off of the counter

## MAINTAINING PRODUCT ON THE SALAD BAR

- When working SB (cleaning or stocking, lunch or dinner) there's no need to use gloves because you use utensils to touch the product.
- Keep the level of all items below the rim of the salad bar container to ensure temps of cold items stay below 41°F.
- Check the date and quality of every item before putting it out on the salad bar.
- Keep salad bar utensils standing up and facing the same direction at all times. Utensils should be placed on the side of the crock that is closest to the dry end of the salad bar.
- Closely monitor the product levels of each item on the salad bar. Rotate product based on the rules listed in the "Product Rotation on the Salad Bar" section.

## PRODUCT ROTATION ON THE SALAD BAR

To properly rotate product and maintain appropriate product levels, follow these steps:

**Step 1:** Determine the level of a crock on top of the salad bar. If the crock is over half full, simply stir the product.

**Step 2:** If a crock on top of the salad bar is less than half full, it is time to change out the crock. Remove the crock from the salad bar.

**Step 3:** Grab a new crock from underneath the salad bar. Check the date and quality of all items. Place the new crock on a clean red/beige tray.

**Step 4:** Using the utensil in the old crock, empty the entire contents of the old crock in to the new crock on top of the red/beige tray. If necessary, use a spatula to ensure all product is transferred. This way, the older product is on the top and the newer product is underneath. Since the backup crock is only half full and the crock being



## POST-SHIFT DUTIES

Refer to the Daily Checkout Pop for a breakdown of cleaning and restocking duties.

When closing the drink station for the day, complete the following in addition to the checkout guide duties:

**Step 1:** Empty tea urns and discard the tea. Empty coffee urns and discard the coffee.

**Step 2:** Empty filters, then remove lids and brew funnels and have them run through the dish machine.

**Step 3:** Unscrew spigots from tea, coffee, and drink machines. Disassemble all of the parts and clean with multi-purpose cleaner. Rinse them, then soak them in sanitizer for at least 10 minutes. Allow them to air dry overnight.

**Step 4:** Clean tea urns, coffee machine, and drink machine, including ice chutes, with multi-purpose cleaner, rinse thoroughly, wipe with a sanitizer towel, and allow them to air dry overnight.

**Step 5:** Move lemons, limes, and creamers into refrigeration.

**Step 6:** Place ice cream machine in appropriate "close" mode.

**Step 7:** Sweep and roll up mats.

When closing the salad bar for the day, complete the following in addition to the checkout guide duties:

**Step 1:** Working one section at a time, remove the crocks from the top of the salad bar and move them into the walk-in cooler. Remove the white salad bar insert and clean with multi-purpose cleaner and a green scrub pad, rinse, then wipe with sanitizer and a towel. When finished, move the crocks back to the Salad Bar.

**Step 2:** Working one section at a time, remove the crocks from the inside of the salad bar and move them into the walk-in cooler. Clean the inside of the salad bar with multi-purpose cleaner, rinse, then wipe with sanitizer and a towel. When finished, move the crocks back to the Salad Bar.

**Step 3:** Discard any Mixed Fruit and Yogurt or Banana Pudding that will expire before opening the next day.

**Step 4:** Once a week, on Sunday nights, you will need to "refresh" the salad dressings. Let the dressing crocks run low toward the end of the night. After closing, discard any dressing that is left in the crock. Place empty crocks in their place to be refilled with fresh dressing on Monday morning.



## OBSERVATION CHECKLIST

### To be completed by a manager:

- Practices proper sanitation procedures and washes hands often
- Communicates needs with other positions and managers
- Follows dating and labeling rules for salad bar items
- Rotates product correctly when working the salad bar
- 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:

- Properly sets up and maintains drink station
- Properly sets up and maintains salad bar
- Properly cleans and resets drink station and salad bar
- Follows all salad bar product specs
- Correctly prepares salad bar recipes

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

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Trainee Signature

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Manager Signature