



Store: \_\_\_\_\_

Crew Member: \_\_\_\_\_



# 1 Restaurant Safety Standards Module

Total Time 2:30 hrs	Course/Topic	Trainer/ Manager	Trainee initials	Date	Passed/ Completed
60 min	<b>1 Standards for Team Members</b>			/ /	<input type="checkbox"/>
	<b>2 Standards for Accident Prevention</b>			/ /	<input type="checkbox"/>
	<b>3 Standards for Food and Sanitation</b>			/ /	<input type="checkbox"/>
	<b>4 Standards for Guest Safety</b>			/ /	<input type="checkbox"/>
Module Video 20 min	<b>5 Shakey's Safety Video</b>			/ /	<input type="checkbox"/>
Practice 10 min	<b>6 Restaurant Safety Standards Hands on Training</b>			/ /	<input type="checkbox"/>
Module Quiz 20 min	<b>7 Restaurant Safety Standards Quiz</b>			/ /	___ %
<b>Certification</b> 20 min	<b>8 Manager-Trainer Certification Check List</b>			/ /	___ %

**General Comments** (Recommendations, areas for improvement, etc.)

**General Score**  
 %  
**Passed**  
 Yes  No

# 1


# Restaurant Safety Standards Module




**Description:** The Restaurant Safety Standards Module is part of the Shakey's Training Program. The training program includes all material necessary to facilitate the learning process; such as the Station Guide, Training Video and Quiz. The training also contains important restaurant safety and sanitation practices that will help you keep your work area and restaurant clean. The Crew Member will review good practices of safety and sanitation in order to ensure a safe workplace environment. Note: This module does not replace the Food Handlers Certificate.

**Day 1**  
**2:30 hrs**


## Training Program

80 min	Restaurant Safety Standards	Resource	Main Goal:
	<b>1 Standards for Team Members</b>	Station Guide	The Crew Member will review all basic standards and procedures required to maintain a safe work environment and learn how to prevent work place accidents. The Crew Member will also learn all sanitation procedures.
	<b>2 Standards for Accidents Prevention</b>		
	<b>3 Standards for Food and Sanitation</b>		
	<b>4 Standards for Guest Safety</b>		

Comments:

Module Video 10 min	Module Video	Resource	Main Goal:
	<b>Shakey's Safety Video</b>	Training Video	The Crew Member will review the video to gain a better understanding of the station guide and will be provided examples of how to perform their job according with the safety and sanitation practices.

Comments:

Practice 40 min	Training	Main Goal:
	<b>Restaurant Safety Standards Hands On Training</b>	The Crew Member will work with the trainer to review the opening and closing procedures and tools necessary to meet safety and sanitation requirements.

- Prepare sani-buckets
- Check the concentration ppm of sani-bucket
- Proper hand washing
- Clean and sanitize a maketable and workstation tools
- Storing and labeling of products or ingredients. (FIFO)
- Checking product temperature (maketable, buffet, raw chicken, etc)
- Calibrating thermometer
- Thawing, cooling and reheating food

Comments:



▷ **Instructions:** Complete before taking Restaurant Safety Standards quiz.

**Note:** The trainee should get at least 80% (16 of 20) as minimum score to pass the quiz

- 1. What is the correct hot and cold food temperature?**
  - 120°F Hot & 150°F Cold
  - 140°F Hot & 40°F Cold
  
- 2. What is one way you can work on keeping food safe?**
  - Always wash your hands, cut your finger nails, and always wear clean clothing.
  - Do not cover your mouth when you sneeze.
  - Use clean shoes.
  
- 3. What must you do before starting your?**
  - Sit down and take a break.
  - Start cooking the food for the buffet.
  - Wash your hands.
  
- 4. What is considered cross contamination?**
  - Cooking corn and vegetables in the same pot.
  - Using the same workstation to prepare fried and baked chicken.
  - Cutting cucumber and sausage with the same knife and cutting board.
  - Mixing old and new product.
  
- 5. What is considered a Biological Food Safety Hazard(s)?**
  - Sneezing properly when you are cooking.
  - Bacteria.
  - Bleach.
  
- 6. What is considered a Physical Food safety Hazard(s)?**
  - Broken glass.
  - Bacteria.
  - Bleach.
  
- 7. What is considered a Chemical Food Safety Hazard(s)?**
  - Broken glass.
  - Bacteria.
  - Bleach.
  
- 8. What is the proper way to store food? (1<sup>st</sup> Top, 2<sup>nd</sup> Middle, 3<sup>rd</sup> Bottom)**
  - 1<sup>st</sup> Ready-to-eat, 2<sup>nd</sup> Vegetables, 3<sup>rd</sup> Raw Food.
  - 1<sup>st</sup> Ready-to-eat, 2<sup>nd</sup> Raw Food, 3<sup>rd</sup> Vegetables.
  - 1<sup>st</sup> Raw Chicken, 2<sup>nd</sup> Cake, 3<sup>rd</sup> Pizza and Mojo<sup>®</sup>s
  
- 9. Which of the following is not considered a proper way to thaw food?**
  - Using a refrigerator.
  - Under running water.
  - As part of the cooking process.
  - A container sitting outside the refrigerator.
  
- 10. What does FIFO mean?**
  - First In, First Out.
  - Using new product before old product.
  - Throwing away new product.

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**11. Only one of the following statements is correct:**

- For cooling food you only need to place hot food under running water or into the refrigerator.
- For cooling food you must place the food container into ice and water, to minimize the time that spends in temperature danger zone.

**12. What are considered bad personal habits when preparing food?**

- Wiping or touching your nose
- Scratching your scalp
- Touching your face
- Wearing a dirty uniform
- All of the above

**13. Which of the following illnesses should you never handle food:**

- Diarrhea, Vomiting, Sore Throat and Fever, Jaundice
- Itching on the back or ingrown toenail

**14. What are considered Major Food Allergens:**

- Salad Bar, Cucumbers and Meat.
- Nuts, peanuts, milk, cheese.
- Beer.

**15. What is the proper way to wash your hands?**

- 1 Wet your hands with warm water; 2 Apply soap; 3 Vigorously scrub hands and arms (10-15sec); 4 Dry Hands and Arms with single use towel.
- 1 Vigorously scrub hands and arms (10-15sec); 2 Apply soap; 3 Wet your hands with warm water; 4 Dry Hands and Arms with single use towel.
- 1 Dry Hands and Arms with single use towel; 2 Apply soap; 3 Wet your hands with warm water; 4 Vigorously scrub hands and arms (10-15sec).

**16. When cutting or opening cans you must always:**

- Wear Hat and Name Tag
- Use a towel to prevent spills
- Use a safety cut gloves

**17. What you should do when sneeze :**

- Just cover your mouth with your t-shirt
- Cover your sneeze with your arm ("Dracula" approach) and wash your hands.

**18. What is the proper way to lift and carry an item?**

- Use a utility cart when carrying more than 20lbs. or ask for help.
- Lift with your legs, not your back.
- Look where you are going. Don't lift if you can't see over the load.
- All of the above

**19. What is the proper way to confirm the sanitizer you are using will be effective:**

- Temperature and odor
- Concentration (PPM: parts per million) and Temperature
- The color and odor.

**20. Which of the following statements is not correct?**

- The first sink's water must be at least 110°F
- The three sink system starts with the pre-rinse, wash, rinse, sanitize, and then air drying.
- The three sink procedure is not important when you have a dishwasher machine.



# Manager Certification Check List

Restaurant Safety Standards



1

<b>Total Time</b> 60 min	<b>Employee</b>		<b>Store</b>		<b>Date</b>	/	/
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**Instructions:** To complete the certification process, the manager will do a general review of the Crew Member's performance, after they have been trained. The trainee should score at least **28 out of 35** (80%) in order to be certified in the Restaurant Safety and Sanitation procedures. If their score is less than 80%, the Crew Member will need to review all training material and reschedule the certification process with the manager.

## Manager Certification Check List

In order to confirm that the Crew Member has a thorough knowledge of the Restaurant Safety Standards the manager will confirm, through the check list below, that the Crew Member has been thoroughly trained on restaurant safety.

1. **Shows up to work in a clean and proper uniform**  Yes  No  
Follows Shakey's standards when it comes to their uniform and appearance.
2. **Proper Hand Care**  Yes  No  
Keeps fingers nails short and clean. Does not wear nail polish or wear false nails. Covers cuts and sores on hands with bandages and gloves.
3. **Proper Hand Washing**  Yes  No  
Wets hands with water, applies soap, vigorously scrubs hands and arms, rinses thoroughly, and dries hands and arms.
4. **Proper Glove Use**  Yes  No  
Uses the food handling gloves properly.
5. **Knows how food can become contaminated**  Yes  No
6. **Is aware of the different type of Employee Illness**  Yes  No  
Knows not to handle food if they diarrhea, are vomiting, has a sore throat with fever, or jaundice.
7. **Emergency procedure**  Yes  No  
Knows where the emergency exits are, extinguishers, fire alarm, main gas valve, main electrical shut-off, what to do in a robbery situation, guest/crew member accident.
8. **Safety Shoes – Slip Resistant Shoes**  Yes  No  
Knows to always use slip resistant shoes
9. **Personal Protective Equipment (PPE)**  Yes  No  
Uses the PPE when required, fry cook gloves, fry cook apron, slip resistant footwear, safety mask, knows the dos and don'ts of fryer safety.
10. **Cutting food and Opening cans**  Yes  No  
Always uses safety cut gloves when using a knife or opening cans
11. **Knows the proper way to lift and carry an item**  Yes  No  
Uses a utility cart or asks for help when carrying more than 20 lbs.
12. **Knows how to prevent falls**  Yes  No  
Knows the four categories of falls: Trip-and-fall, stump-and-fall, step-and-fall, and slip-and-fall.
13. **Electrical Safety**  Yes  No  
Knows the safety standards for electrical safety
14. **Fry cook Safety**  Yes  No  
Knows how to properly work in the fry station
15. **Burn Injuries**  Yes  No  
Knows how burns can be prevented.
16. **Clean vs. Sanitation**  Yes  No  
Knows the difference between clean and sanitized
17. **Knows how to prevent Cross Contamination**  Yes  No  
Storing and preparing, never stores food near of chemicals, stores food in appropriated containers, wraps food properly before storing, places properly in walk-in and storage
18. **Food Safety Hazards**  Yes  No  
Knows examples of Biological Hazards, Physical Hazards, and Chemical Hazards.
19. **Knows Proper Temperature for Hot /Cold Food**  Yes  No

**Certification**

Shakey's ideal Frozen temp. 0°F, Cold temp. 40°F and Hot temp. 140°F.

- 20. Knows Minimum Internal Cooking Temperature**  Yes  No  
Whole and ground poultry 165°F, ground meats and fish 155°F, pork and beef 145°F, fish 145°F.
- 21. Knows how to cool and reheating Food**  Yes  No  
Cools in ice water baths at 40°F, reheats at 165°F.
- 22. Knows how to thaw food properly**  Yes  No  
In refrigerator, under running water, in a microwave oven, as part of the cooking process.
- 23. Prepares Food Safely**  Yes  No  
Prevents cross contamination, controls time and temperature, prepares small batches, etc.
- 24. Knows the major food allergens**  Yes  No  
Milk, Eggs, Fish (e.g., bass, flounder, cod) Crustacean shellfish (e.g. crab, lobster, shrimp) Tree nuts (e.g., almonds, walnuts, pecans) Peanuts, Wheat, Soybeans
- 25. Knows how food can Become Unsafe?**  Yes  No  
Time-Temperature, cross contamination, poor personal hygiene, improper cleaning and sanitized
- 26. Important Storage Practices**  Yes  No  
Stores raw food below cooked and ready-to-eat food, labels and dates food properly, places six inches off the floor, never stores chemicals near food, regularly checks the temperature
- 27. Knows how to prevent Time-Temperature Abuse**  Yes  No  
Stores quickly, does not overload, never places hot food in refrigerator etc.
- 28. Knows the Three Compartment Sink set up**  Yes  No  
Pre-rinsing, scraping, first Sink 110°F, second sink 110°F, third sink 30 seconds temp depend of the sanitizer, air drying
- 29. Knows how to calibrate the Thermometer**  Yes  No  
Container crushed ice & water, puts the thermometer, waits until the reading stays steady
- 30. Knows the basics aspects of the Shakey's Safety Check List.**  Yes  No
- 31. Knows Basic Guests Safety and Security**  Yes  No  
Never allow entry guests back of the house, caution sign if floor is wet cover every electrical plug and cords, do not mop the floor during revenue hours
- 32. Has basic knowledge of "Counting Drinks" and "Who can handle one more drink"**  Yes  No

Total Time	Name of Manager/Trainer Certifier	Trainee initials	Passed/ Completed
			_____% <input type="checkbox"/> Yes <input type="checkbox"/> No

**General Comments** (Recommendations, suggestions for improvement, etc.)