








Store:

Team Member:



11 Salad Bar Attendant Module

Total Time 1-2 days (4-8 hrs)	Course/Topic	Trainer/ Manager	Trainee initials	Date	Passed/ Completed
	1 Salad Bar Tools				
 Guide Review 30 min	2 Salad Bar Station Set-up	<input type="text"/>	<input type="text"/>	<input type="text" value="/ /"/>	<input type="checkbox"/>
	3 Salad Bar Maintenance				
	4 Opening the Salad Bar Station				
	5 Closing the Salad Bar Station				
 Module Video 10 min	6 Salad Bar Training Video	<input type="text"/>	<input type="text"/>	<input type="text" value="/ /"/>	<input type="checkbox"/>
 Practice 3 Hrs	7 Salad Bar Hands on Training	<input type="text"/>	<input type="text"/>	<input type="text" value="/ /"/>	<input type="checkbox"/>
 Module Quiz 20 min	8 Salad Bar Quiz	<input type="text"/>	<input type="text"/>	<input type="text" value="/ /"/>	___ %
 Certification 60 min	Manager Certification Check List	<input type="text"/>	<input type="text"/>	<input type="text" value="/ /"/>	___ %

General Comments (recommendations, opportunities, points that needs to improve, abilities etc.) <input type="text"/>	General Score <input type="text" value=""/> %
	Passed <input type="checkbox"/> Yes <input type="checkbox"/> No




Module


A Salad Bar Attendant is responsible for providing guests with the finest quality food possible. A salad bar attendant prepares and sets-up the salad bar according to Shakey's® Standards.

Description of training: The Salad Bar Attendant training Module is part of the Shakey's® Training Program. The Training program includes all material necessary to facilitate the learning process; such as Station Guide, Training Video and Quiz specific to the position. The training also contains a summary of Salad Bar Attendant Service Sequence. The Salad Bar Attendant Module has been designed to provide all Shakey's® members with tools and training materials to guarantee thorough training of the Salad Bar Attendant position. **The recommended hours per training day are 4hrs, and should be covered within 2-4 days or 8-16 hours.**


2-4 days (8-16 hrs)	Training Program
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60 min	Fry Station Guide Review	Resource	Main Goal:
 Station Guide Review	1 Salad Bar Tools 2 Salad Bar Station Set-up 3 Salad Bar Maintenance 4 Opening the Salad Bar Station 5 Closing the Salad Bar Station	Station Guide	The trainee will review all basic standards required of the position. The trainee will review all procedures, specs charts, recipes, and responsibilities specific to their position.

Comments:

Module Video 10 min	Module Video	Resource	Main Goal:
 View Training Video	Salad Bar Station Training Video	Video	The Team 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.

Comments:

Practice 3 hrs	Training	Main Goal:
	Salad Bar Hands on Training	The Team Member will work with the trainee, in the station area, to review the opening and closing responsibilities, taking guest orders, and tools necessary to being successful in their station.

Salad Bar Station Set-up

Review, Practice and Feedback

The Team Member will learn how to set up the salad bar station

- Show to the Team Member The Salad Bar Distribution
- Review together with Team Member the FIFO method to prepare and storage preps/toppings
- How to clean and sanitize tools and salad bar
- Review the importance of follow the same routine every day



Practice

- Check preps back-ups in the walk-in
- The trainee will learn how to insert the crocks into the salad bar properly and fill with ice if necessary.
- The Team Member will learn the different serve-ware of the station (tongs, ladles, spoons etc.)
- Will review how to maintain all marketable inserts pans.

Salad Bar Station Preparations

Review, Practice and Feedback

The Team Member will learn how to make the Preparation of ingredients (preps), using a peeler, slicer, knife and the safety tools properly.

- Review process.
- Maintain only necessary tools on marketable.
- Preparing, labeling and stocking ingredients for the day.
- The trainee will show the Team Member the importance of using the cut-resistant gloves and food handling gloves.
- Cutting boards.
- The trainer will discuss with the trainee about the safety procedures to use the slicer, knife and peeler.

Salad Bar Station Maintenance

Review, Practice and Feedback

The trainee will learn how to properly maintain the Salad Bar during business hours.

- All Salad Bar Crocks properly filled
- Cleanliness of floors and sneeze guard
- Always ready for revenue (fundraiser, buffet, parties etc.)
- Checks the correct temperature of each product regularly (<40°)
- Uses sanitizing wipes to sanitize the thermometer before checking each product
- Always uses single use Gloves to refill and set-up the Salad Bar
- Cleans spills on the sides of the salad as need it
- Does not place older product on to new product
- Checks the shelf life of each product and discard it when necessary
- Replace any items that are not visually appealing
- Stir and Flip all salad bar ingredients regularly to maintain the right temperature
- Organizes and labels remaining ingredients

Closing Salad Bar Station

Review, Practice and Feedback

The Team Member will practice and review a full closing procedure of the salad bar.

- Cover and remove crock inserts from salad bar
- Cover and label the remaining products to store in freezer/walk-in properly.
- Discard all lapsed product.
- Clean/sanitize Make Table
- Clean/sanitize Cooler
- Sweep Floors
- Mop Floors
- Close

Important: It may be necessary to repeat the training in detail two or three times before beginning the certification process.

Show and make preps- Toppings (Optional Training)

- Review Consistence/Quality/Temperature

General feedback and comments

Comments:

▷ **Instructions:** Complete the practice quiz before taking Salad Bar quiz.

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

1. You must wash your hands when you...

- After you go to the restroom.
- Count your register.
- Every time you change work stations.
- All of the Above

2. What are the Salad Bar Attendant responsibilities?

- Maintain the appearance and consistency of salad bar.
- Ensure proper storage, labeling, and rotation of product in the salad bar (FIFO)
- Maintains proper stock of the salad bar for revenue periods.
- All of above

3. What is the Salad Bar Attendant Sequence 1st 2nd...9th

- _1_ Anticipate your needs
- _2_ Prepare all ingredients (Preps).
- _3_ Clean and Sanitize Bar Station.
- _4_ Add Ice into Salad Bar.
- _5_ Stock each ingredient and place the lid.
- _6_ Place into the salad bar and add ice between inserts.
- _7_ Remove the lids and check temperature.
- _8_ Place utensils.
- _9_ Refill as needed.

4. What is the most important part of maintaining the Salad Bar?

- Ensure that all product on the line are the freshest available, rotate the product (FIFO) and check temperature
- Change the olive oil
- Stock jalapenos every two hours.

5. What does FIFO mean?

- The First In, First Out method of stock rotation.
- Always use new product.
- Throw away the older product.

6. Which of the following activities requires you to wear food handler's gloves?

- Every time you refill product on the Salad Bar.
- When opening a bag of vegetables
- When labeling a pre container.

7. Which of the following activities requires you to wear Cut Safety Gloves?

- Using a peeler
- Using a knife
- Using a slicer
- All of above

8. What is required temperature for items on the Salad Bar?

- 40°F
- 140°F
- 100°F

9. What is the correct way to greet and speak to the guests when refilling the Salad Bar?

- "Hi Welcome" when the guests are coming; and "Excuse me" when stocking the salad bar.
- The Salad Bar Attendant is not required to say anything.
- Tell the guest to move.

10. Which of the following is/are not considered good practice(s) of Salad Bar maintenance?

- Let the product levels go below half full
- Leave any product on the line that is not fresh.
- Reuse any utensil that have fallen on the floor.
- All of above

11. What of the following is/are good practice(s) in the Salad Bar area?

- Ensure product is stocked appropriately for current business needs.
- Ensure that all product on the line are the freshest available.
- All utensils must be clean and sanitized.
- All of above

12. What are considered bad hygiene practices when refilling the Salad Bar.

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

13. Why is it important to prepare the Salad Bar the same way every day?

- Because every day you need prep the same quantity of product/ingredients.
- Because it maintains consistence of the product.

14. What is considered cross contamination?

- Mix old and new product.
- Using a knife to cut cucumbers and peppers.
- Cutting sausage and cucumber on the same cutting board.
- All of above

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. Why is it important to change and clean the inserts crocks every day ?

- To keep the ingredient fresh and to reduce the growth microorganisms that may cause illnesses.
- You can clean the crocks every week.
- Looks more presentable.

17. What you can do when sneeze :

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

18. Why is important to rotate each product of the salad bar?

- To maintain the freshest product available (first in, first out)
- It is not necessary.
- Looks more presentable.

19. How can you check if the Sanitizer will be effective?

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

20. When prepping the Salad Bar why is it important to use any food in the walk-in?

- First In, First Out: We must use previously prepared food before using new product.
 - To reduce costs of food.
 - All of above.
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Manager Certification Check List

11



Salad Bar

Total Time 60 min	Employee		Store		Date	/	/
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Instructions: To complete the Certification process, the manager will do a general review of the Team Member's performance, after they have been trained. The trainee should score at least **8 out of 10** (80%) to be certified in their position. If their score is less than 80% the Team Member will need to review all training material and reschedule the certification process with their manager.

Manager-Trainer Certification Check List

In order to confirm the Team Member has been certified as a Salad Bar Attendant the Manger will confirm, through the check list below, that the Team Member has be thoroughly trained and has knowledge of the position.

1. General Knowledge Yes No

- Has knowledge of description of work and Mission & Values. Knows how to wash, check and clean work area, and knows station tools.
- Has knowledge of position responsibilities, has correct uniform, visor and name tag, knows the Shakey's® menu, uses the PPE (Personal Protect Equipment) correctly.

2. Work Station Set-up Yes No

- Maintains Sani-Bucket
- Knows Shakey's portioning chart
- Knows and follows the Salad Bar Distribution
- Cleans and Sanitizes The Salad Bar Before starter his/her shift.
- Cleans and Sanitizes the inserts crocks
- Does the proper maintenance and cleaning during business hours
- Station stoking
- Follows the FIFO method to use ingredients and stock
- Cleans the utensils after work
- Always gets ready to revenue periods (fundraiser, buffet, parties etc.)
- Schedules his/her activities
- Follows the same routine every day.

3. Knows how to set up Sliced Ingredients: Yes No

- Green Bell Peppers
- Red Onion
- Cucumber

4. Knows how to set up Canned Ingredients: Yes No

- Jalapeno
- Peaches
- Beets
- Black Olives
- Garbanzo Beans or Kidney

5. Knows how to set up Bottled Ingredients: Yes No

- Ranch
- 1000 Island
- Italian
- Caesar
- Catalina
- Blue Cheese
- Asian or Raspberry Dressing
- Giardiniera
- Peperoncini

6. Knows how to set up Packaged Ingredients: Yes No

- Lettuce with Carrots (2%)
- Romaine Lettuce with Parmesan Cheese (2%)



Certification
60 min

- Parfait
- Mac Salad or Pot Salad
- Cottage Cheese
- Grape Tomatoes
- Broccoli
- Cheese

7. Knows how to set up Add-ons Ingredients: Yes No

- Olive Oil
- Vinegar
- Banana Chips
- Croutons
- Sunflower Seeds
- Raisins

8. Salad Bar Station Maintenance Yes No

- Maintains Salad Bar Crocks properly and with the correct temperature
- Maintains cleanliness of floor and sneeze guard
- Always ready for revenue (fundraiser, buffet, parties etc.)
- Checks the right temperature of each product regularly (<40°)
- Uses a sanitizing wipe to sanitize the thermometer before checking each product
- Always Food Handlers Gloves to refill and set-up the Salad Bar
- Cleans spills on the sides of the salad as need it
- Does not dump new food on top of previous food in Crocks
- Check the shelf life of each product and discard when necessary
- Replace any items that are not visually appealing
- Stir all salad bar ingredients regularly to maintain the right temperature

9. Salad Bar Station Yes No

- No Carts outside
- Organized Appearance
- Cleaness
- No mix food
- Remove all spilled Crocks
- Remove all spilled Utensils
- Non excess of food

10. Knows how to Close Salad Bar Station Yes No

- Knows how to Close his/her position
- Places lids on Crocks
- Removes Crocks from the Salad Bar
- Discards all unused product that cannot be stored or reused.
- Stores and labels in the walk-in immediately
- Removes ice properly from Salad Bar
- Adds warm water to the Salad Bar Line until ice melts
- Remove all debris
- Uses a towel with Sanitizer to clean & sanitize the Bar
- Cleans & sanitize Sneeze guard
- Removes the debris in the salad bar drain
- Cleans the walls and Sweeps and Mops the floor
- Sweep Floors
- Mop Floors.

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.)			