



**Station Code**  
SAL-GUI-2014A

**Updated**  
Oct/2014

# Salad Bar

## Station Guide

# 11

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TRAINING VIDEO



This training material contains standards and procedures for the Shakey's system that relate to the Shakey's brand, specifically the quality of the products that the public associates with the Shakey's brand, other content is in the nature of advice and suggestion as to operations. You should consult with the Manager on Duty or the Franchise owner if you have questions about restaurant operations. For training use only. All Rights Reserved © 2014 Shakey's USA, Inc







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### Description of Work

A **Salad Bar Attendant** provides guests with the finest quality food possible. A salad bar attendant prepares and sets-up the salad bar according to Shakey's® Standards. Assists other work stations, as required.

#### Essential Duties and Responsibilities:
















- Complete opening/closing procedures.
- Safely and effectively set up equipment in the prep area and salad bar station.
- Updated, follow, and complete (together with the manager on duty) the daily Food Safety and Sanitation Form
- Maintain the appearance and consistency of salad bar.
- Ensure product is adequately stocked according to business needs.
- Meet with Manager-In-Charge to discuss any daily Special Events and/or prep need of the day.
- Ensure proper storage, labeling, and rotation of product.
- Comply with Servsafe practices with regard to personal cleanliness and food handling.
- Support other work stations, as needed.



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## Tools for Preparing and Maintaining Work Area

 <p><b>Quaternary and Bleach</b> Sani-Bucket</p>	 <p><b>Towel for Sani-bucket</b> Always keep towel in sanitizer solution</p>	 <p><b>Sanitizing Wipes</b> To sanitize thermometers.</p>
 <p><b>Serving Bowl</b> Use for Lettuce</p>	 <p><b>Salad Crock (Inserts)</b> Use for dressing and salad bar ingredients</p>	 <p><b>Cut Safe Gloves</b> To be used when cutting vegetables or opening cans</p>
 <p><b>Food Handle Gloves</b> Always use food handlers gloves when handling food</p>	 <p><b>Large Tongs</b> Use for: Lettuce</p>	 <p><b>Small Tongs</b> Use for: Baby Corn, Broccoli, Tomatoes, Black Olives, Beets, Cucumber, Green Bell Peppers, Red Onion, Jalapeno, Peperoncini, Giardiniera, Peaches</p>
 <p><b>Thermometer</b> To check the temperature of ingredients/toppings.</p>	 <p><b>Slotted Spoon</b> Use for: Parfait, 50/50 Cheese Blend, Cottage Cheese, Mac Salad or Pot Salad</p>	 <p><b>Utility Cart</b> <b>Very Important:</b> Use a Utility Cart or ask help when carrying more than <b>20 lbs.</b> <b>The utility cart is not allowed on the floor during business hours.</b></p>
 <p><b>Polycarbonate Salad Bar Plate</b></p>	 <p><b>Dressing Ladles</b> Use for: Catalina, 1000 Island, Raspberry, Caesar, Italian, Ranch, Blue Cheese Dressings</p>	
 <p><b>Clear Plastic Food Container</b> To-go salad</p>		



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## Salad Bar Set-Up

The Salad Bar should be set up according to the Salad Bar Chart (Please see below).

You should always be "Ready for revenue". You should not have to go in to the walk-in at 12:30 p.m. to refill the salad bar, this may slow down business.

**Important:** Before opening a new bag of ingredients make sure that there is not an open bag/container in the walk-in.

Remember: First In, First Out (FIFO)

<b>4 Way Lettuce</b>	Mac Salad or Pot Salad	Cottage Cheese	Cheese (50/50)	Red Onion	Peperoncini	Giardiniera	Parfait	Peaches	<b>Romaine Lettuce with Shredded Parmesan Cheese (2%)</b>	Banana Chips
	Broccoli /Spinach	Black Olives	Beets	Green Bell Peppers	Jalapeno	Honey Mustard	Italian	Blue Cheese		Croutons
	Baby Corn/ Baja Corn	Grape Tomatoes	Garbanzo Bean, Kidney Bean, or 4 Bean Salad	Cucumber	Raspberry Dressing	1000 Island	Caesar	Ranch		Sunflower Seeds
<b>Salad Bar Distribution</b>										Raisins
										Olive Oil
										Vinegar

Dressings	Pickled Hearty	Desserts	Lettuce
Veggies	Hearty	Add-ons	

**Note:** The flow may vary depend of the distribution of the bar but the order it's the same.

Organizing the Salad Bar	
 <b>Small Tongs</b>	Baby Corn, Broccoli, Tomatoes, Black Olives, Beets, Cucumber, Green Bell Peppers, Red Onion, Jalapeno, Peperoncini, Giardiniera, Peaches
 <b>Dressing Ladles</b>	1000 Island, Raspberry, Caesar, Italian, Ranch, or Blue Cheese Dressings
 <b>Medium Tongs</b>	Lettuce
 <b>Slotted Spoon</b>	Parfait, 50/50 Cheese Blend, Cottage Cheese, Mac Salad or Potato Salad

Make sure to use the correct utensil for each product

**Important:** Always use a Utility Cart or ask for help when carrying more than **20 lbs.** The utility cart is not allowed on the restaurant floor during business hours.



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## Ingredients Preparation

**Tip 1:** Always wash your hands before you start.

**Tip 2:** The ingredients must always be the freshest available.








**Tip 3:** Always use a clean and sanitized cutting board and tools. Do all your prep in a designated prep area.

**Tip 4:** All ingredients must be correctly checked, labeled with date, and have the right temperature before use.

**Note:** Every day you need to change the Salad Crocks (Inserts) for a clean and sanitized insert.

You must **always** use Food Handler Gloves to prepare your ingredients or fill the salad bar. Always use Cut Safe Gloves to open cans and use knife or peeler to slice vegetables.














## List of approved items

Code	Name	Preparation	Shelf Life and Storage/Holding
	Lettuce with Carrots	Blend 80/20 Lettuce and (2%) Carrots (thin sliced) when needed. Place in the Salad Bowl	Keep the unblended Lettuce and carrots in their original labeled bag. Store under refrigeration at <b>40°F</b> and follow the "use by" date on original container.
	Romaine Lettuce with Shredded Parmesan Cheese	Blend 98% Romaine and 2% Shredded Parmesan Cheese when needed. Place in the Salad Bowl.	Keep the unblended Lettuce in the original labeled bag Store under refrigeration at <b>40°F</b> and follow the "use by" date on original container.
	4 Way Lettuce		Keep the unblended Lettuce in the original labeled bag Store under refrigeration at <b>40°F</b> and follow the "use by" date on original container.
	Baby Corn	Using Cut Safe Gloves, open can, and placed under <b>original liquid</b> clear cambro container.  Drain liquid before placing product into Salad Bar Insert.	Open can and follow the "use by" date on original container.  Store under refrigeration at <b>40°F</b> up to <b>2</b> days in a clean, labeled
	Broccoli	Rinse, Remove from packet and place into Salad Bar Insert.  If necessary slice in small parts.	Keep the remaining product in the original labeled bag, store under refrigeration at <b>40°F</b> and follow the "use by" date on original bag.
	Grape Tomatoes	Rinse, remove from packet and place into Salad Bar Insert.	Keep the remaining product in the original labeled box, store under refrigeration at <b>40°F</b> and follow the "use by" date on original box.
	Black Olives	Using Cut Safe Gloves, open can, and placed under <b>original liquid</b> .  Drain liquid before placing product into Salad Bar Insert.	Open can and follow the "use by" date on original container.  Store under refrigeration at <b>40°F</b> up to <b>2</b> days in a clean, labeled airtight container.



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	<p>Garbanzo Beans or Kidney</p>	<p>Using Cut Safe Gloves, open can, and placed under <b>original liquid</b> in clear cambro container.</p> <p>Drain liquid before placing product into Salad Bar Insert.</p>	<p>Open can and follow the "use by" date on original container.</p> <p>Store under refrigeration at <b>40°F</b> up to <b>2</b> days in a clean, labeled airtight container.</p>
	<p>Beets</p>	<p>Using Cut Safe Gloves, open can, and placed under <b>original liquid</b> clear cambro container.</p> <p>Drain liquid before placing product into Salad Bar Insert.</p>	<p>Open can and follow the "use by" date on original container.</p> <p>Store under refrigeration at <b>40°F</b> up to <b>2</b> days in a clean, labeled airtight container.</p>
	<p>Cucumber</p>	<p>Rinse, and peel lines in lengthwise. Slice to 1/8<sup>th</sup> "</p>	<p>Store under refrigeration at <b>40°F</b> up to <b>2</b> days in a clean, labeled airtight container.</p>
	<p>Green Bell Peppers</p>	<p>Rinse, Remove seeds and stems. Slice to 1/8<sup>th</sup> "</p>	<p>Store under refrigeration up to <b>2</b> days in a clean, labeled airtight container.</p>
	<p>Red Onion</p>	<p>Rinse an peel onions Slice to 1/8<sup>th</sup> "</p>	<p>Store under refrigeration up to <b>2</b> days in a clean, labeled airtight container.</p>
	<p>Jalapeno</p>	<p>Using Cut Safe Gloves, open can, and placed under <b>original liquid</b>.</p> <p>Drain liquid before placing product into Salad Bar Insert.</p>	<p>Open can and follow the "use by" date on original container.</p> <p>Store under refrigeration at <b>40°F</b> up to <b>2</b> days in a clean, labeled airtight container.</p>
	<p>Peperoncini</p>	<p>Store in original container. Fill insert pan when you needed.</p>	<p>Store under refrigeration at <b>40°F</b> and follow the "use by" date on original container.</p>
	<p>Giardiniera</p>	<p>Store in original container. Fill Salad Bar Insert when you needed under original liquid.</p>	<p>Store under refrigeration at <b>40°F</b> and follow the "use by" date on original container.</p>
	<p>Mac Salad or Potato Salad</p>	<p>Place in clear cambro container.</p>	<p>Store under refrigeration at <b>40°F</b> and follow the "use by" date on original container.</p>
	<p>Cottage Cheese</p>	<p>Store in clear cambro container. Fill Salad Bar Insert when needed.</p>	<p>Store under refrigeration at <b>40°F</b> and follow the "use by" date on original container.</p>
	<p>Cheese</p>	<p>Mix, store and label. Fill inserts when needed. (50% mozzarella/50% cheddar)</p>	
<p>1000 Island, Raspberry, Caesar, Italian, Ranch, Honey Mustard or Blue Cheese</p>		<p>Store in original container. Fill Salad Bar Insert when you needed.</p>	<p>Store under refrigeration at <b>40°F</b> and follow the "use by" date on original container.</p>
	<p>Banana Chips</p>	<p>Store in clear cambro container. Fill Salad Bar Insert when needed.</p>	<p>Store in a clean and dry place and follow the "use by" date on original container.</p>
	<p>Croutons</p>	<p>Store in original container. Fill Salad Bar Insert when needed.</p>	<p>Store in a clean and dry place and follow the "use by" date on original container.</p>



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	Sunflower Seeds	Store in original container. Fill Salad Bar Insert when you needed.	Store in a clean and dry place and follow the "use by" date on original container.
	Raisins	Store in original container. Fill Salad Bar Insert when needed.	Store in a clean and dry place and follow the "use by" date on original container.
	Olive Oil	Store in original container. Fill Salad Bar Insert when needed.	Store in a clean and dry place and follow the "use by" date on original container.
	Vinegar	Store in original container. Fill Salad Bar Insert when needed.	Store in a clean and dry place and follow the "use by" date on original container.
	Parfait	Store in clear cambro container. Fill Salad Bar Insert when needed.	Store under refrigeration at <b>40°F</b> and follow the "use by" date on original container.
	Peaches	Using Cut Safe Gloves, open can, and placed under <b>original liquid</b> clear cambro container.  Drain liquid before placing product into Salad Bar Insert.	Open can and follow the "use by" date on original container.  Store under refrigeration at <b>40°F</b> up to <b>2</b> days in a clean, labeled airtight container.
	Baja Corn	Keep product frozen till ready to prep. Place frozen bag of Baja Corn in walk-in refrigerator to thaw. Once product is properly thawed, place product in a clean container. Remember to date and label container.	Open bag and follow the "use by" date on original container.  Store under refrigeration at <b>40°F</b> up to <b>2</b> days in a clean, labeled airtight container.
	Spinach		Keep product in its original labeled bag. Store under refrigeration at <b>40°F</b> and follow the "use by" date on original container.
	4 Bean Salad	Keep product frozen till ready to prep. Place product in walk-in refrigerator to thaw. Once properly thawed. Drain well, then place in clean container. <b>DO NOT RINSE.</b> Remember to date and label covered container.	Open bag and follow the "use by" date on original container.  Store under refrigeration at <b>40°F</b> up to <b>2</b> days in a clean, labeled airtight container.





## Salad Bar Maintenance

Freshness is always key when it comes to maintaining the salad bar.

**Fresh!**

- ✓ Follow the Shakey's® Salad Bar Chart Distribution
- ✓ Refill all ingredients as needed and ice as needed.
- ✓ Everyday rotate product.
- ✓ Serve and attend to guest's orders or requests.
- ✓ Healthy and Clean salad bar. Always use gloves when you clean, refill, sanitize or remove any spills. (Clean)

### Salad Bar Organization Tips

**Tip 1:** During peak times, no time should be wasted in prep, portioning, or serving products.

**Tip 2:** Eliminate steps by prepping back-ups in the same portions and containers as they are peppered and severed.

**Tip 3:** Make sure you have well-organized back-up supplies.

**Tip 4:** Good backroom organization is a must. Keep items that are used frequently in an accessible place.


### Preparing the Salad Bar

**Tip 1:** Do not waste time going back and forth to the kitchen or storage room, use a utility cart to carry all utensils and ingredients you may need.

**Tip 2:** Use the same tools and follow the same routine every day when preparing the salad bar.

**Tip 3:** Ask your manager on duty about special events and groups for the buffet/lunch time.

1. Wash, sanitize and dry each salad bar insert and lids.

**Use**  **Food Handle Gloves** every time you fill a product on the buffet, place utensils and clean the line.

2. Fill each item up to the mark on salad bar insert.

**Remember:** Overfilling the inserts does not allow the ingredients to keep at the correct temperature and may cause low quality food and waste.

3. Place the lids on each insert.
4. Using a utility cart, fill the salad bar with ice on the bottom.
5. Always follow the Salad Bar set up chart.
6. If necessary add more ice between inserts.
7. Remove lids.
8. Check the temperature with a sanitized thermometer **(35-40°F)**.
9. Place serving utensils.



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## Maintaining the Salad Bar

**Use**  **Food Handle Gloves** every time you fill each product on the buffet, place utensils and clean the line.

1. Restock all inserts as needed and ice as needed.
2. Check quality of all items on salad bar and remove/replace as needed.
3. Change each insert and serving utensils when necessary, to maintain the quality of product.
4. Stir each product to conserve the temperature and consistency.
5. Wipe spills on the line.
6. Keep floor and sneeze guards clean.
7. "Refresh" or replace any items that are not visually appealing.
8. Have sanitizer bucket with clean towels available.
9. Clean the sides of salad bar inserts.

### Basic Rules of Salad Bar

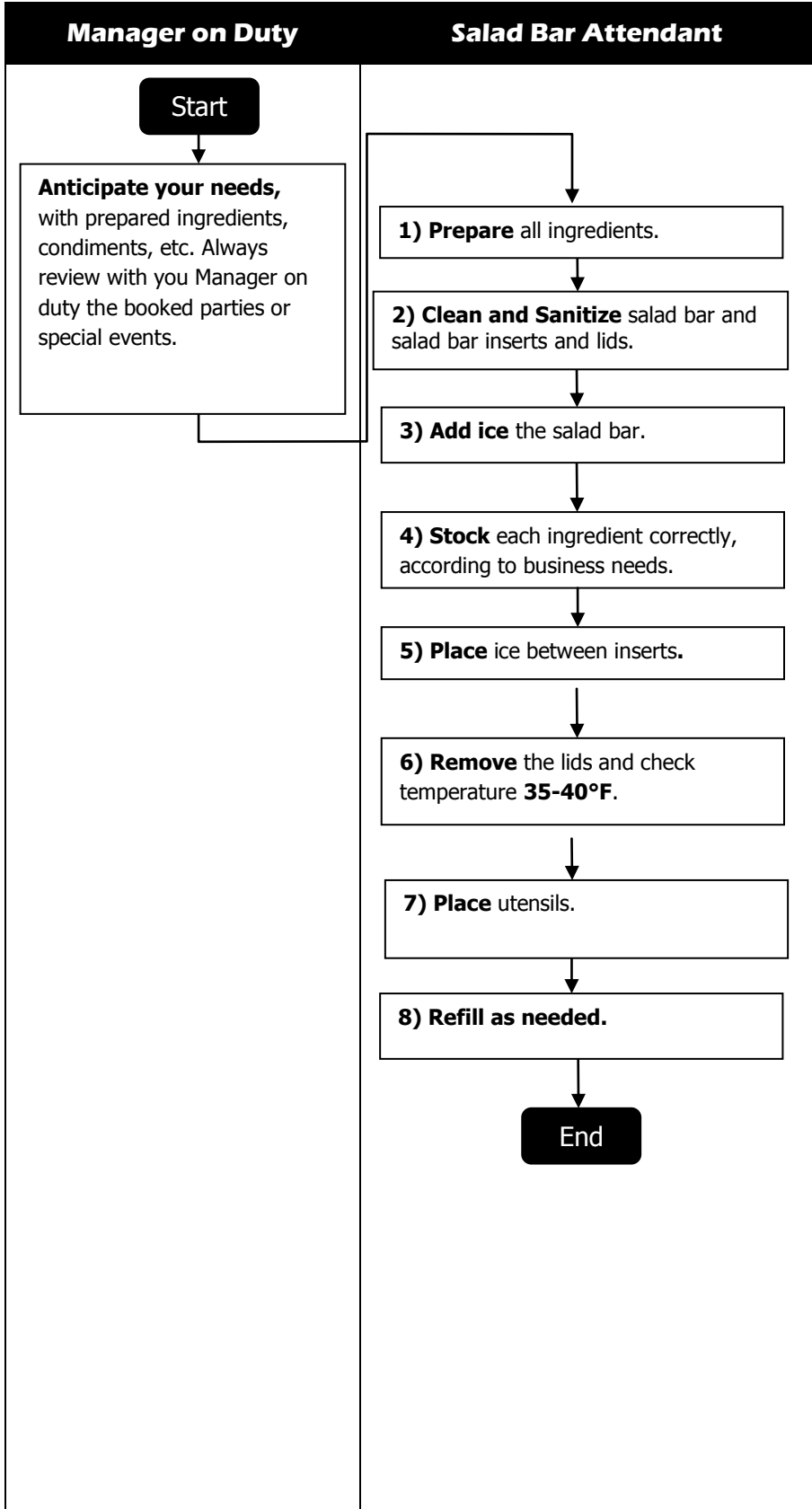


Things you should never do	Things you should always do
<ul style="list-style-type: none"> <li>✗ Let the product levels go below half full</li> <li>✗ Leave any product on the line that is not fresh.</li> <li>✗ Reuse any utensil that has fallen on the floor: All utensils must be clean and sanitized.</li> <li>✗ Mix utensils or salad bar insert for other type of food.</li> <li>✗ Push guests out of the way to replenish the salad bar line.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Ensure product is stocked appropriately for current business needs.</li> <li>✓ Ensure that all product on the line are the freshest available.</li> <li>✓ All utensils must be clean and sanitized.</li> <li>✓ There should be separate utensils or salad inserts for all product on buffet line.</li> <li>✓ Be polite and say "excuse me" when you step in to replenish the line.</li> </ul>



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