



Manager Certification Check List

Salad Bar

11



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.)			