



# Manager Certification Check List

Buffet Attendant

12



<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 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 Buffet 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. Knows work station set-up Yes No

- Maintains Sani-Bucket
- Maketable Distribution
- Does the proper maintenance and cleaning
- Follows the FIFO method to use
- Prepares and stores preps/toppings
- Maintains all maketable inserts pans filled properly and at the correct temperature
- Cleans the utensils after work
- Always ready for revenue (fundraiser, buffet, parties etc.),
- Follows the same routine every day
- Knows how to fill the steam line of the buffet with water.
- Knows how to place the insert pan into the Buffet.
- Knows the different serve-ware of the station (tongs, ladles, spoons etc.)
- Wears Hot Pads Gloves to prevent Burns.

### 3. Buffet Menu and Recipes Yes No

- Knows Buffet Recipes:
  - Pizza
  - Chicken
  - Mojo's
  - Rice
  - Backed Chicken
  - Mashed Potatoes
  - Gravy
  - Pasta
  - Pasta Sauce
  - Vegetables
  - Corn
  - Garlic Bread
  - Dessert Pizza

### 4. Maintaining Buffet Station Yes No

- Knows how to maintain the Buffet Station during Business Hours
- Check cold food temperature on make table (40°F) and Frozen food temperature in freezer (0°F)
- Maintains all inserts pans are filled properly and at the correct temperature.
- Uses a sanitizing wipes to sanitize the thermometer before checking each product



60 min

	<ul style="list-style-type: none"> <li>• Checks the hot temperature of the buffet (140°F)</li> <li>• Cleans spills on the sides of the insert pans regularly and when need it</li> <li>• Uses a Hot Pad Glove to fill the buffet station</li> <li>• Properly fills pan containers (does not over fill)</li> <li>• Never lets the product go below half full</li> <li>• Stirs each product regularly (every 15 minutes)</li> <li>• Changes the utensils as need it</li> <li>• Checks the shelf life of each product and discards when necessary</li> <li>• Replaces any items that are not visually appealing</li> <li>• Change the inserts pans and replaces the Gird of the chicken and Mojo®s</li> <li>• Does not dump new product on top of older product</li> </ul> <p><b>5. Knows how to Close Buffet Station</b></p> <ul style="list-style-type: none"> <li>• Removes Insert Pans from Buffet Line, covers and labels. Cools remaining products properly, following the Food Safety procedures.</li> <li>• Discard all unused product.</li> <li>• Cleans and Sanitizes the buffet line and drains the water of the Buffet Line.</li> <li>• Clean and Sanitize maketable</li> <li>• Sweep Floors</li> <li>• Mop Floors</li> </ul> <p><b>6. Know how to Properly Cool Food</b></p> <ul style="list-style-type: none"> <li>• Knows how to cooling the food following the Food Safety Procedures <ul style="list-style-type: none"> <li>○ Removes Insert Pans from Buffet Line</li> <li>○ Covers and labels the remaining food.</li> <li>○ Cools food using a sanitized bus-tub with ice</li> <li>○ Waits until the temp is 70°F.</li> <li>○ Stores in walk-in</li> <li>○ Food must be cooled from 135°F to 70°F (50°C to 21°C) within 2 hours. And from 70°F to 41°F (21°C to 5°C)</li> </ul> </li> </ul>
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Total Time	Name of Manager/Trainer Certifier	Trainee initials	Passed/ Completed
			_____ % <input type="checkbox"/> Yes <input type="checkbox"/> <b>No</b>

<p><b>General Comments</b> (recommendations, suggestions for improvement, etc.)</p>
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