

Monroe Career & Technical Institute

Culinary Arts

Kitchen Safety Packet

**Outline**

Chemical safety

* Always wear gloves or goggles when using chemicals.
* Always clean up spills immediately.
* If some chemical is spilled on you, wash off with plenty of water for several minutes.
* Do not ever mix chemicals together. They can form a toxic poison.
* Follow the first aid procedures listed on the material safety data sheets (msds).
* Follow the storage procedures listed on the msds.
* Never store chemicals on the same selves as food.
* Label any chemicals that are used in non-original containers (spray bottles).
* Always pay attention to what you are doing.

◼ Never spray anything at anyone. You never know what could be in the bottle.

STATION CLEAN UP DUTIES

LINE

1. STEAM TABLE COUNTER AND SHELF
2. STEAM TABLE DOORS
3. STEAM TABLE WELLS
4. FRYER
5. FLAT TOP
6. BROILER
7. MICROWAVE
8. 1ST PREP TABLE AND ANY TABLE YOU WORK ON.
9. SWEEP UNDER THE REACHINS, STEAMTABLE AND OVENS
10. MOP YOUR AREA INCLUDING UNDER EQUIPMENT

STATION CLEAN UP DUTIES

SALADS

1. STEAMER
2. 2 SALAD TABLES/TOP AND BOTTOMS.
3. SALAD SINKS.
4. SALAD REFRIGERATOR INSIDE AND OUT.
5. SLICER AND TABLE.
6. SWEEP AND MOP YOUR AREA.

STATION CLEAN UP DUTIES

BAKING

1. MIXER AND STAND.
2. OVEN AND OVEN FRONT SURFACE.
3. BAKING TABLES TOP AND BOTTOM.
4. WIPE DOWN ALL SCALES.
5. WIPE CLEAN ALL FLOUR AND SUGAR BINS.
6. BREAD WARMER
7. SWEEP AND MOP FROM MIXER CORNER TO STEAM PAN RACK.

STATION CLEAN UP DUTIES

DINING ROOM

1. COFFEE COUNTER CLEAN OF DEBRIS AND STAINS.
2. REGISTER COUNTER
3. SILVERWARE CLEAN AND PUT AWAY.
4. COFFEE CUPS AND SAUCERS.
5. GLASSES
6. VACUUM UNDER TABLES.
7. WIPE LEGS OF CHAIRS AND TABLES.
8. WINDOWS
9. CHALKBOARD
10. TABLETOPS
11. SEATCOVERS
12. SUGAR BOWLS FILLED
13. SALT AND PEPPER SHAKERS FILLED

STATION CLEAN UP DUTIES

STOREROOM AND WAREWASH

STOREROOM SWEPT AND ORGANIZED

MOP CLOSET CLEAN.

LAUNDRY WASHED AND ROOM NEAT.

BACK HALL SWEPT..

POTS/DISHES PUT AWAY CLEAN.

SINKS CLEAN AND FREE OF GREASE.

GARBAGE DISPOSAL FREE OF FOOD.

DISH COUNTER CLEANED AND WIPED.

GARBAGE TAKEN OUT AND CANS RELINED.

OUTLINE

BEFORE GUEST ARRIVE

1. TABLE SETTING
2. APPEARANCE
3. KNOW MENU

AFTER GUEST ARRIVE

1. GREET GUEST
2. SEAT GUEST
3. TAKE BEVERAGE ORDER
4. REVIEW SPECIALS
5. TAKE ORDER---SERVE BREAD AND BUTTER
6. SERVE COURSES
7. CLEAR EMPTY PLATES AS THEY ARE FINISHED
8. SELL DESSERT
9. CLEAR TABLE
10. PRESENT CHECK

AFTER GUEST LEAVE

1. CLEAN TABLE AND DINING ROOM
2. RESTOCK
3. ATTEND TO MONEY

HOMEWORK

NAME

LIST IN ORDER THE PROPER STEPS OF GREETING THE CUSTOMER TO PRESENTING THE CHECK. INCLUDE DETAIL INFORMATION ABOUT THE STEP THAT WAS GIVEN IN THE LESSON

WRITE THIS ORDER CORRECTLY:

1. STUFFED CHICKEN SPECIAL, CUP OF SOUP, APPLE PIE AND AN ICED TEA.
2. BACON, LETTUCE AND TOMATO SANDWICH, NO MAYONNAISE, APPLE JUICE.
3. ROAST PORK SPECIAL, BOWL OF SOUP AND COFFEE.

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| --- | --- | --- | --- |
| DATE | SERVER | TABLE # | # OF CUSTOMERS |

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BLT=$2.50, Specials= $5.50 Desserts=.75 soup= cup/.75 bowl/$1.25

OUTLINE

DEEP FAT FRYER SAFETY

PROCEDURE:

1. Close the shortening drain valve.

2. Fill the fryer with shortening to the fill level line indicator.

3. Turn the heat source on.

4. Set the thermostat to desired temperature.

5. Allow the shortening to heat up. (About 10 minutes)

6. Do not set thermostat above 400 degrees.

7. Fill the fry basket no more than two thirds full with food of uniform size.

8. Allow foods that have been freshly battered to drain before frying.

9. Submerge the basket slowly into the hot oil. Moisture on food could cause splattering if done quickly.

10. Shake the baskets occasionally if pieces of food tend to stick together.

11. Fry foods till done.

12. Hang the baskets on the hook or bar to drain for 10-15 seconds.

13. Remove food from baskets using tongs or tilt method.

14. Place food in a serving pan with a paper-towel liner or perforated insert.

15. During idle times thermostat should be set at 200 degrees.

16. Return tools and equipment to proper place.

17. Clean work area.

OUTLINE

GRILL SAFETY

1. TURN ON GRILL TO PREHEAT.
2. COAT THE GRILL WITH A THIN FILM OF COOKING OIL TO SEASON THE SURFACE.
3. ALLOW THE OIL TO REMAIN ON THE GRILL FOR TWO MINUTES.
4. WIPE THE SURPLUS OIL FROM THE GRILL.
5. SET THE GRILL TO THE DESIRED TEMPERATURE.
6. PLACE THE FOOD ITEMS ON THE GRILL SURFACE ACCORDING TO THE RECIPE.
7. MAKE EVEN STRAIGHT ROWS TO MAKE TURNING FOODS EASIER.
8. COOK FOOD ACCORDING TO RECIPE SPECIFICATIONS.
9. REMOVE FOOD FROM THE GRILL.
10. TURN OFF THE GRILL WHEN DONE USING.
11. CLEAN GRILL WHILE STILL AT THE CLEANING TEMPERATURE OF THE GRILL CLEANER SPECS.
12. RETURN TOOLS TO PROPER STORAGE.
13. CLEAN WORK AREA.

Steps to clean the grill

1. Turn off the grill to cool down.
2. Put on the safety goggles and gloves.
3. Bring all supplies needed to the grill for cleaning.
4. Follow the chemical’s direction. Pour on the grill. Let stand for one minute.
5. Using the grill screens, start scrubbing the grill.
6. Rinse with water and use the squeegee.
7. Rinse with white vinegar or lemon juice and use the squeegee to neutralize the chemicals.
8. Wipe with paper towel.
9. Spread a little oil over the grill. About a quarters size. Rub in with paper towel.
10. Clean up any mess around the grill.
11. Empty grease traps into a pot and carry out to the grease can.(outside)

Kitchen Safety OUTLINE

1. LIST FIRE SAFETY PRECAUTIONS ON OVERHEAD.

EQUIPMENT IN GOOD ORDER

NEVER WATER ON GREASE

SPLATTERING GREASE (LIDS)

MATCHES IN CLOSED CONTAINING

REPORT GAS LEAKS TO SUPERVISORS.

TURN OFF FIRES WHEN NOT IN USE.

2. PROCEDURES FOR REPORTING FIRES.

* REPORT ANY FIRE.
* KNOW WHERE FIRE EXTINGUISHERS ARE.
* KNOW FIRE EXITS.
* KEEP YOU AND OTHERS CALM.
* CALL FIRE DEPARTMENT.
* USE FIRE EXTINGUISHER TO CONTROL FIRE TILL THE DEPARTMENT ARRIVES.
* CUT OFF AIR SUPPLY TO FIRE IMMEDIATELY.

3. CARDINAL RULES FOR SAFETY

* + DROP IT PICK IT UP
  + SPILL IT CLEAN IT
  + KEEP YOUR MIND ON WHAT YOU ARE DOING.

4. KITCHEN SAFETY PRECAUTIONS

* + - FLOORS CLEAN
    - EQUIPMENT CLEAN
    - STORE UTENSILS PROPERLY
    - USE EQUIPMENT SAFELY.
    - WEAR SAFETY CLOTHS IF NEEDED.

OUTLINE

**KNIVES AND SHARPENING TOOLS**

* BREAD KNIFE -SLICE BREAD OR CAKE
* BONING KNIFE -REMOVE BONES FROM MEAT
* BUTCHER KNIFE -TO CUT ALL TYPES OF MEAT
* FRENCH -SLICE, CUT, CHOP, SHRED, DICE, MINCE,
* PARING -PEEL FRUITS/VEGETABLES, SLICE
* SLICER -SLICE MEATS VEGETABLES, AND FRUITS
* SHARPENING STONE -SHARPEN
* STEEL -TO HONE A KNIFES CUTTING EDGE.

**REVIEW PARTS OF THE KNIFE AND STEEL.**

* RULES TO FOLLOW WHEN SHARPENING KNIVES
* HOLD AT A 20 DEGREE ANGLE
* ALWAYS SHARPEN IN THE SAME DIRECTION TO CREATE A SAW-LIKE RIDGE ON KNIVES
* EQUAL NUMBER OF STROKES ON EACH SIDE.
* USE COARSE, MED, AND FINE ON THE STONE
* USE STEEL; AFTER SHARPENING.

**CARE OF KNIVES**

* WASH KNIVES SEPARATELY
* DO NOT PUT KNIVES IN SINK WITH WATER; WASH IMMEDIATELY.
* DRY KNIVES AND PLACE BACK INTO KNIFE HOLDER.
* USE KNIVES ONLY FOR THEIR PURPOSE[NOT FOR CAN OPENERS].
* USE CUTTING BOARD, NOT METAL SURFACE.

**Mixer Outline**

PROCEDURE:

* LOCK BOWL INTO POSITION.
* LOWER BOWL TO LOWEST POSITION BY USING THE SLIDEWAY.
* SELECT THE PROPER AGITATOR. HOOK, WHIP, OR PADDLE.
* PADDLE- GENERAL MIX, BATTERS
* WHIP-INCORPORATE AIR INTO PRODUCT, LIGHT/FAST OPERATIONS
* HOOK-YEAST RAISED DOUGH
* SLIP AGITATOR ONTO SHAFT AND LOCK IN.
* LIFT BOWL INTO POSITION.
* SELECT DESIRED SPEED.
* PLACE FOOD INTO BOWL.
* CLOSE THE SAFETY GUARD ABOVE THE BOWL.
* START THE MIXER. BE SURE TO KEEP HANDS AWAY FROM MOVING PARTS.
* STOP MIXER TO SCRAPE DOWN.
* TURN OFF WHEN COMPLETE.
* LOWER BOWL.
* REMOVE AGITATOR.
* REMOVE BOWL.
* REMOVE FOOD.
* CLEAN ALL EQUIPMENT AND WORK AREA.

Monroe Career & Technical Institute

Outline

Oven Safety

* Before using the oven you must preheat it and have your food ready.
* When opening the oven door you should make sure that no one is around the door as to trip or get burnt.
* When taking items out of the oven always use dry oven mitts or pot holders.
* When placing food I or taking food out of the oven always crack the door open to allow heat and steam to escape before removing your product.
* The difference between conventional ovens and confection ovens is that the convection oven has a fan that moves air around.
* When using the convection oven instead of a conventional oven, you should adjust the temperature about 50 degrees LOWER.
* If food or liquids spill on the floor, you should clean it up yourself immediately.
* Horseplay in the kitchen can lead to death, serious accident and disciplinary action.
* You should always use a sheet tray when placing your products in the oven to avoid spills on the oven floor and racks.

Outline

Operating steamer

1. Turn steamer button to on position.
2. Let steamer fill with water ( 5 minutes)
3. Place food in proper steamer pans ( pans with or without holes according to the product)
4. Close and lock door.
5. Select time for cooking.
6. Make sure timer switch is in the correct position.
7. Press start button.
8. Timer will blink "paus" till pressure has built up.
9. Timer will then count down to "0" and then beep to let you know the time has expired.
10. hold in stop button till beeping stops.
11. Crack door open to allow the pressured steam to escape.
12. Open door all the way while avoiding getting steam in your face.
13. Let steam disappear.
14. Remove food pan with dry oven mits.
15. Close door till ready to use again.

Procedure for steam table

1. Place one gallon of hot water into each well.
2. Turn on/ off switch to "on".
3. Set thermostat to high to heat up.
4. Make sure lids are over the wells.
5. When up to the proper temperature, place food that is in the proper containers in the steam table wells and hold till service.
6. Adjust thermostats if too hot.( no less than #6)
7. Check wells periodically to see if water is needed. Replace water with "hot" water only.
8. When cleaning, turn "off" and remove water. Wipe wells and table clean and free of food.

SLICER OUTLINE

EQUIPMENT:

Slicer, scale, food items

PROCEDURE:

1. DISCONNECT POWER BEFORE USING
2. Place chute on the slide carriage.
3. Tighten bolt or thumbscrew finger tight.
4. Place food on the chute and cover with holder.
5. Move the arm and check for free movement.
6. Adjust dial for desired thickness. (keep food in the center of the carriage)
7. Connect the power cord.
8. Turn machine on.
9. Slice 2 or 3 pieces.
10. Turn machine off.
11. Examine the pieces for proper thickness.
12. Readjust thickness dial if necessary.
13. Turn machine back on and continue slicing amount needed.
14. Turn off machine.
15. Set dial back to zero.
16. Unplug machine.
17. Clean machine properly.

**JEWELRY POLICY SIGN-OFF SHEET**

On , this student was informed by the instructor of the Culinary Arts Program of the jewelry policy established by the Occupational Advisory Committee.

The policy states that no jewelry of any kind is to be worn while in the classroom or lab.

There will be no exceptions.

Anyone who does not want to conform to the policy should take appropriate actions to be withdrawn from the program and placed in another acceptable and open program, whether at this school or back at the sending school. All students will comply with this policy. This student was also informed that no nail polish or false nails can be worn in the lab

I, , understand the jewelry policy of the Culinary Arts Program at the Monroe Career & Technical Institute and will adhere to all parts of it while in the program.

Signature of student Date