Opening Duties

Stocking Equipment
Turning on Equipment
Stocking the Food
Preparing the Food
Using the Label Machine

Hourly Duties

Duties Explained
Hourly Checklist

Closing Duties

Duties Explained
Hourly Checklist

Deep Cleaning Duties

Duties Explained
Deep Cleaning Checklist
STOCKING THE EQUIPMENT

Each area will have their own regulations and checklists for stocking the equipment. The list of equipment for the Scotsman Back Grill is as follows.

From the Backroom:
- 3 deep 1/3 pans with lids
- 1 shallow 1/3 pan
- 2 metal bowls
- 2 square metal pans
- 1 pitcher
- 2 rectangle freezer containers
- 1 regular hotel pan
- 1 sanitizer bucket
- 1 bag of bar towels

From Sliced Drawers:
- 1 set of metal tongs
- 2 metal spatulas
- 1 long divider
- 1 red scoop

Drop-In Cooler: The drop-in cooler is between the grill and the fryers. It is used for storing cheese slices (American and Swiss), sliced ham, and bacon strips.

1. Grab one long divider and place it in the middle of the drop-in cooler.
2. The right side of the drop-in cooler will be covered with one regular hotel pan.
3. Do not keep chicken or beef in this cooler; it is not a freezer it is a fridge. The meat will go bad if it is placed inside of it.

Flat Top Grill Station: The charbroil grill should have two metal spatulas and one set of tongs near it at all times.

Fryer Station: Place the two metal bowls, one set of tongs, and one garlic salt-shaker in between the drop-in cooler and the fryers.

Condiment Bar: Place two rectangle freezer containers and 1 shallow 1/3 pan into the drop-in cooler of the condiment bar to divide it into three sections. You should also place four sets of tongs next to the drop-in cooler. These tongs will be used to serve the fix-ins.
Opening Duties

Turning on the Equipment

Customer satisfaction and workplace safety increases when all of our equipment is functioning properly. This section will explain how to turn on the Scotsman Back Grill equipment so that you may safely begin cooking.

**Vents:** There are two vents in the back grill area and they both need to be running at all times. The switches can be found on the back wall. They have a green button for turning the vents on and a red button for turning the vents off (only a Manager should turn off the vents, employees must keep them running at all times). You should be able to hear if the vents are running. If they are not running, remove all food from the grill or fryer, turn off the grill or fryer, and contact your Manager immediately. A failure to turn on the vents could start a grease fire or activate the fire alarm.

**Fryers:** After turning on your vents, turn the left fryer on by flipping the switch to “On.” If your fryer doesn’t seem warm enough, do not check the oil with your hand. Check the temperature to make sure that it is set to 350 degrees or ask a Manager for assistance.

**Flat Top Grill:** The following guidelines will help you reduce the risk of accidents or catastrophic events such as grease fires. Make sure that your grill vents are on and functional.

Turn on the grill to the 350 degrees by twisting the knob. It will take 20 minutes for the grill to warm enough to cook on. Do not start cooking until then.

**Drop-In Cooler:** The knob to the drop-in cooler needs to be set at “4.”

**Heat Lamp:** The heat lamp over Hot Wells 2 & 3 need to be turned on for 20 minutes before food is placed beneath them. If the lamp has not been on for 20 minutes, the chicken will get cold, lose its optimum temperature, and get thrown away.

**Grab N’ Go Warmers:** Grab n’ Go warmers must be properly assembled before they are turned on. They need to be set to “High,” and like the heat lamp, they need to be on for 20 minutes before food is placed under them.
STOCKING THE FOOD

Each area will have different food items and some areas share storage spaces. This section will explain what food items are needed in the Scotsman Back Grill area and where those items can be found or placed.

From Fridge #1
- 1 1/3 pan of bacon strips
- 1-1/6 pan of sliced tomatoes
- 1-1/6 pan of sliced red onions

From Dry Storage
- 8 bags of hamburger buns

From In b’tween Shelves
- 1 bottle of pickle chips

From Freezer #2
- 2 hotel pans filled with burger patties
- 1 box of frozen chicken patties
- 1 box of frozen chicken nuggets

From Fridge #3
- 1 1/3 pan for cheeses
- 1 1/3 pan of sliced ham
- 1 bag of shredded lettuce
- 1 box (6 bags) of curly fries
- 1 box (6 bags) of waffle fries

Grill: In the drawers beneath the grill, you should have two hotel pans of burger patties. If you run low or out of burger patties, check the Scotsman freezer or the freezer in the back.

Always sanitize anything that may have come in contact with the raw meat. This includes all surfaces, your gloves, and your hands. Always wash your hands and sanitize the area; if you don’t, cross-contamination could occur.

Drop-In Cooler: Due to the fact that the drop-in cooler has multiple sections the following instructions will explain what foods go into each section.

The Left Section
- From top to bottom, place a 1/3 pan of bacon strips, 1/3 pan of ham, and a 1/3 pan that has a stack of both American and Swiss cheeses into the left section of the drop-in cooler.
- Cover the entire left section with a hinged hotel pan lid.

The Right Section
- Place one bag of waffle fries and one bag of curly fries beneath the regular sized hotel pan.
Bread Shelf: There should be *eight bags of hamburger buns* placed on the bread shelf next to the *Scotsman* hand-washing sink.

The *Scotsman Freezer*: This freezer is used to store extra meat and fries. This means that the *Scotsman* freezer should have the following items on the bottom three shelves:

- Extra bags of chicken nuggets.
- 5 extra bags of curly fries.
- 5 extra bags of waffle fries.
- Extra burger patties (in a box).

The *Scotsman Fridge*: The *Front Grill* uses the left side of the *Scotsman* fridge and the *Back Grill* uses the right side. This fridge contains the following items:

- 3 packages of sliced ham.
- Extra blocks of American and Swiss cheese.
- Extra bacon strips.

Condiment Bar: The condiment bar will hold six condiment dispensers, sandwich fix-ins, and portion cups. It is your job to always make sure that the condiment dispensers are full and that the fix-ins stay cold. **The following instructions will help you fill the condiment dispensers and keep the fix-ins cold:**

- Go to the *Bloozies* area and fill a shallow 1/3 pan, and place it in the center of fix-ins cooler.
- Place one *freezer container* into the far left section of the drop-in cooler with tomatoes in one section and shredded lettuce in the other.
- Place second *freezer container* in the far right section of the drop-in cooler with sliced onions in one section and pickles in the other.

Always check the drop-in cooler to make sure that the ice hasn’t melted away. You should also make sure that the portion cups and lids for the condiments are fully stocked at all times.

The following instructions will help you fill the condiment dispensers:

- Remove the lid (grab the black handle on top and pull upward).
- Remove the empty condiment bag from pump.
- Grab a new condiment bag. These bags are in the cupboards underneath the condiment bar.
- Insert pump into bag.
- Place the bag upright into the dispenser.
- Replace the lid.
- It’s important to make sure that you put the right bag into the right dispenser.
PREPARING THE FOOD

Each area will have separate guidelines for preparing food and serving food. This section will explain how to cook chicken, fries, and hamburgers for the Scotsman Back Grill.

PREPARING CHICKEN

The following instructions will help you cook chicken patties and nuggets thoroughly. Keep in mind that all meat products must reach an internal temperature of 165 degrees to be fully cooked.

- Figure out how many nuggets or patties you need and keep in mind that there are six nuggets per cardboard basket.
- Drop the chicken nuggets and patties into separate fryer baskets. Do not fry items one at a time; fry multiple patties and nuggets.
- Place the baskets into the fryer and press number 6 on the fryer timer.
- After the timer goes off, press number 1 on the fryer timer. The nuggets and patties should cook for a total of 7 minutes, (#6 + #1) as seen below.
- Check the internal temperature of the largest patty or nugget to see if it has been cooked to 165 degrees. Do not break open patties or nuggets to see if they are cooked. Always use a thermometer. If it is not at the optimum temperature, do not put it out. Put it back into the fryer for 30 seconds and check the temperature again (repeat this process if necessary).
- To turn off a flashing or beeping timer, just hit the button that is flashing. To cancel a timer, simply click the selected button 3 times.

The following diagrams will help you build the chicken sandwiches for the Scotsman Back Grill area.

Crispy Chicken

Malibu Chicken

Both Malibu Chicken Sandwiches and Regular Chicken Sandwiches should be wrapped in the plain foil wrapping by Hot Wells 2 & 3. Then you will place a sticker on both the Malibu Chicken Sandwiches and Regular Chicken Sandwiches printed from the Label Machine, by Hot Wells 2 & 3, that you can place on top of the foil.
HOLD TIMES USING LABEL MACHINE
Using the stickers from the printer by Hot Wells 2 & 3 allow employees to keep track of food holding times and helps customers be more aware of how fresh their food is. Printing the labels is a simple process. This machine prints off stickers that identify the food made, what is inside it, when the food was placed into the warmer, and its discard time. You will place stickers for burgers, sandwiches, and fries on the top of their wrappers or side of container, labeling them before placing them into the warmer.
To find the buttons for Back Grill, navigate to the Operations section, then to the Teriyaki/Back Grill Menu. All items should be on this page. Simply press the button on the needed label, enter the amount made and press enter. Labels will print on the left side. Remove sticker and place on wrapper. Hold times for all sandwiches and burgers are 60 minutes. Fries are for 15 minutes and chicken nuggets are for 25 minutes. When an item has reached the discard time (printed on the bottom left corner of label under “Enjoy By:”) without being sold, simply write it on the waste log, then discard in nearby trash can.

PREPARING FRIES
Frying waffle and curly fries is a fairly simple process. The instructions below will help you cook them thoroughly.
- Pour the amount of fries that you need into a fryer basket and always cook waffle fries and curly fries separately.
- Place the fryer basket into the fryer.
- Press the 3 or 4 button on the fryer timer, as seen in the image below.
- After the timer has gone off and been shut off, pull the fries out of the fryer and let the oil drain out.
- After the oil has been drained, empty the fries into one of the large bowls next to the fryer.
- Sprinkle garlic salt over the top of the waffle fries. Curly fries do not need garlic salt because they are already seasoned.
- Shake up the bowl to mix around the salt.
- Place the fries into cardboard baskets (fill the basket to the edge).

The hold time for French fries is 30 minutes — including under a heat lamp. If fries are out any longer than that they should be thrown away and written down on our waste log. It is for this reason that we only make fries upon request after 3 pm.
PREPARING HAMBURGERS

Cooking hamburgers is slightly more complex than frying chicken or fries. Patties should never be cooked on “High,” and they too should have an internal temperature of 165 degrees when they have finished cooking. Follow the instructions below for thoroughly cooking a hamburger.

- Cover the grill with raw burger patties, leaving about 3 inches of room between each patty.
- Make sure the grill is set to 350 degrees.
- Let the burger sit until blood can be seen on top of the burger and the edges of patty are browned.
- Flip the burgers one at a time, starting with the back so that you don’t burn yourself.
- When the juices start to appear on the top of the burger, check the internal temperature. If it is at 165 degrees the burgers are done. If it is not, flip the burgers over and check their temperature after 1-2 minutes.
- Cooked patties will be placed directly onto the bun. It is important to only cook as many patties as cheeseburgers you will be making. Cooked patties are not held.
- If you are making a bacon hamburger, place the bacon strips into the fryer until they are crispy (when they float to the surface of the oil they are finished, it usually takes about 30 seconds). Cheeseburgers have a hold time of 1 hour in the Grab n’ Go warmer.

Use the burger foil to wrap up the burgers. Place sticker printed from the label machine of which ever burger you make on the outside foil on the top. This helps the customer as well as the cashiers on what to charge the customers.

BIG ‘A’ Burgers will be as follows:

- Bun
- One bacon strip
- One slice of ham
- One pepperjack slice
- One burger patty
- Bun
Hourly Duties

**HOURLY DUTIES**

**Stock food and supplies:** see stocking list.

**Sanitize all areas:** This includes the counters, Hot Wells, condiment dispensers, sinks, walls, and utensils. Use hot, soapy water and a clean rag to wipe away any messes or spills. Then, using a clean sani-rag, sanitize the areas.

**Clean the grill**
- Fill a squeeze bottle from the the sink by sandwich with water.
- Pour the water on the grill and push the grime off with the long handled scraping tool.
- One clean, buff the flat top with a green cleaning pad (located in the cleaning closet).
- Never clean the grill with soap or other cleaners—only use water.

**Empty and scrub the garbages:** Take out full garbage bags, replace them with new ones.

**Clean out sink:** Use hot, soapy water to clean in and around the sink. Then, use a sani-rag to sanitize the area.

**Temp Logs:** Using the black thermometer, temp all items according to temp log and perform any corrective actions if necessary.

**Clean Front Counter:** Using hot, soapy water, clean any messes or spills on the front counter. Then, using a sani-rag, wipe down counter in front, to the side, and underneath the warmer.

**Stock and sanitize condiment bar:** Be sure that tomatoes, pickles, onions, and lettuce are fully stocked. If they need to be stocked, make sure to use the FIFO method (First-in-First-Out). Use sani-rag to clean the condiment bar if there are any messes.

**Clean the fryer:** Use the metal scoop that is underneath Hot Wells 1 & 2 to scoop any crumbs or food out of the fryer and into the garbage.

**Sweep:** Make sure that all areas of the floor, including the hard to reach spaces, are swept. This includes under the counters and fryers. There should not be food crumbs under the fryer because that will attract bugs.

**Clean the condiment dispensers:** Wipe down the condiment dispensers including the nozzles, bodies, and drip trays.
All employees are required to complete and initial the hourly checklist. Employees will be held accountable if items on the checklist were not completed and if items were checked off and not completed. This section will describe, in detail, what is included in the *Scotsman Back Grill* hourly checklist.

<table>
<thead>
<tr>
<th>Back Grill Checklist</th>
<th>11:30am</th>
<th>1:00pm</th>
<th>2:30pm</th>
<th>4:00pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stock food and supplies</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sanitize all areas</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clean the Grill</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Empty and scrub the garbages</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clean out sink</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Temp Logs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clean Front Counter</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restock wrappers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stock and sanitize condiment bar</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clean crumbs out of the fryer</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sweep</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clean the condiment dispensers.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Closing Duties

All closing duties must be completed and checked off by a Manager before you can leave the workplace. If you leave the workplace without being checked off, and something isn’t done, you will be held accountable. This section will explain the different duties that are associated with closing the Scotsman Back Grill.

Stock everything: Stock according to the stocking list.

Make sure that all food items are wrapped or covered: Take the condiment items out of the freezer containers and put them into separate 1/6 containers. Wrap them in plastic wrap and put them in the Teriyaki fridge until the next day.

Turn off the grill, but leave both vents and the fryer on.

Turn off and drain all water out of Hot Wells 1, 2: Turn off the Hot Wells by turning the temperature knobs to “off.” There is a red handle underneath the Hot Wells. Turn it to drain the water, and then turn it back to close the drain once the water is completely gone.

Turn off and clean the heat lamp and Grab n’ Go warmers: Wipe out Grab n’ Go warmers with sanitizer and a clean bar towel. Wipe the glass on the Grab n’ Go warmers with glass cleaner.

Sanitize all areas: This includes the counters, Hot Wells, drop-in coolers, ketchup dispensers, warmers, sinks, walls, and utensils. Scrub with hot, soapy water, and then use a clean sanitizer rag to sanitize the areas.

Sweep and mop: Make sure that all areas of the floor, including the hard to reach spaces, are swept and mopped. THIS INCLUDES UNDER THE FRYER.

Empty and scrub the garbages: Take out full garbage bags and replace them with new ones.

Switch out the tin foil beneath the grill: Take out the tray underneath the grill, and throw away the old tinfoil. Then, replace it with new tin foil, and slide the tray back into place.

Put all dirty dishes and towels on a cart and take them to the back room.

Breakdown all cardboard boxes and take them to the recycle bin.

Get checked off by a Manager.
## Closing Duties

<table>
<thead>
<tr>
<th>Closing Checklist</th>
<th>Manager’s initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stock everything according to stocking list</td>
<td></td>
</tr>
<tr>
<td>Turn off the grill but leave the vents on</td>
<td></td>
</tr>
<tr>
<td>Turn off and drain all water out of Hot Wells 1, 2, &amp; 3</td>
<td></td>
</tr>
<tr>
<td>Leave the fryer and the vents on</td>
<td></td>
</tr>
<tr>
<td>Turn off and clean the heat lamp and Grab n’ Go warmers</td>
<td></td>
</tr>
<tr>
<td>Sanitize all areas</td>
<td></td>
</tr>
<tr>
<td>Sweep and mop</td>
<td></td>
</tr>
<tr>
<td>Empty and scrub the garbage’s</td>
<td></td>
</tr>
<tr>
<td>Switch out the tin foil beneath the grill</td>
<td></td>
</tr>
<tr>
<td>Put all dirty dishes onto a cart and take them to the back room</td>
<td></td>
</tr>
<tr>
<td>Breakdown all cardboard boxes and take them to the recycle bin</td>
<td></td>
</tr>
<tr>
<td>Get checked off by a Manager</td>
<td></td>
</tr>
</tbody>
</table>

All of these items must be checked off by a Manager; you cannot sign yourself off.
Deep Cleaning Duties

- Walls around the Grill: With a clean rag and degreaser spray, scrub the walls around the grill; be sure to get all stains off the wall. Sanitize with a clean sani-rag.

- Vents: Get a stool. With a clean rag and degreaser spray, scrub the outside of the vents. Be sure to get all stains. Sanitize with a clean sani-rag.

- Shelf under Make Table: Pull all items off the shelf underneath the make table. Scrub the shelf with a clean rag and degreaser spray. Sanitize with a clean sani-rag. Replace all items.

- Shelf Under Warmer: Remove all items on the shelf underneath the warmer. With hot, soapy water, scrub the shelf. Polish the shelf with stainless steel cleaner, and then replace all items.

- Fridge: Pull all items out of the fridge. With hot, soapy water, scrub the inside of the fridge, making sure to get all spills and messes. Replace items in an organized way and according to the fridge guidelines. Clean the outside of the fridge with stainless steel polish and a dry rag.

- Doors: With hot, soapy water, scrub the two doors in Back Grill that lead to the hallway. Scrub each side of the door, from top to bottom, and especially around the door handle and the hinges. Scrub off any stains. Sanitize with a clean sani-rag.

- Outside of Fryer: With a metal scrubber and degreaser spray, scrub the outside of the fryer. Scrub the front, back, and sides. Make sure to get all stains. Polish with stainless steel cleaner and a dry rag.

- Floor: Sweep the floor, including and especially underneath the fryer, make table, and around the grill area. Move items that can be moved to sweep underneath them. With a blue-scrubber mop and degreaser, scrub the floor, especially underneath the fryer. Mop the entire area.
All of these items must be checked off by a Manager; you cannot sign yourself off.

<table>
<thead>
<tr>
<th>Back Grill Deep Cleaning Checklist</th>
<th>Employee Initials</th>
<th>Manager’s Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walls Around Grill</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vents</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shelf Under Make Table</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shelf Under Warmer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inside and Outside of Fridge</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outside of Fryer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Floor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Get checked off by a Manager</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>