Table of Contents

- Opening Duties
  Stocking Equipment
  Turning on Equipment
  Stocking the Food
  Preparing the Food

- Hourly Duties
  Duties Explained
  Hourly Checklist

- Closing Duties
  Duties Explained
  Closing Checklist

- Food Preparation Guidelines
  Food Preparation and Recipes

- Deep Cleaning Checklist
  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 Front Grill is as follows:

From the Sliced drawers/area
- 6- spatulas
- 1 -orange handled scoop
- 4- dividers

From the Back Room
- 2 -deep 1/3 pans with lids
- 2 -deep 1/6 pans with lids
- 1 - 6oz ladle
- 1 -4oz ladle
- 1 -3oz ladle
- 1 -deep hotel pan
- 1 -whisk
- 1 -sanitizer bucket
- 1 -bag of bar towels
- 3- clear plastic pitchers
- 1 -metal bowl
Grill: The top of the grill is used for cooking and underneath the grill is used as a storage space for cleaning supplies. The following instructions will help you stock the grill equipment.
1. Place the six spatulas into the groove of the grill.
2. Place one sanitizer bucket into the storage space beneath the grill.
3. Place one handful of towels into the storage space beneath the grill.
4. Place one 3 oz. ladle on the left side of the grill (this will be used as a scoop for the liquid egg).
5. Place one 6 oz. ladle to the left of the grill (this will be used as a scoop for the pancake mixture).

Heat Lamp: The heat lamp will be used to keep the hash browns warm. The following instructions will help you stock the heat lamp equipment.
1. Place one deep hotel pan underneath the heat lamp.
2. Place one orange-handled scoop into the deep hotel pan.

Drop-In Cooler: Place the two regular-sized dividers into the drop-in cooler so that they are vertical.

Hot Well: The Hot Well will be used to keep the meat and gravy warm. The following instructions will help you stock the Hot Well equipment.
1. Use a pitcher to fill the Hot Well 1/3 of the way with water.
2. Place two regular-sized dividers horizontally across the Hot Well.
3. Place one deep 1/3 pan and lid on the upper section.
4. Place one 4 oz. ladle into the deep 1/3 pan of the upper section (this will be used as a gravy scoop).
5. Place two deep 1/6 pans with lids into the middle section.
6. Place one deep 1/3 pan and lid into the bottom section of the Hot Well.

INCLUDE PICTURES OF STOCKED EQUIPMENT (GRILL, HOT WELL, WARMER, ETC.)
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 Front Grill equipment so that you may safely begin cooking.

Vents: There are two vents in the Scotsman 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, 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.

Grill: Each section of the grill must be set to the correct temperature. The diagram below will help you understand the temperatures for each section.

<table>
<thead>
<tr>
<th>400</th>
<th>350</th>
<th>300</th>
</tr>
</thead>
<tbody>
<tr>
<td>400</td>
<td>350</td>
<td>300</td>
</tr>
</tbody>
</table>

Drop-In Cooler: The switch for the drop-in cooler is located under the counter. To make sure that all of your vegetables and cheeses stay cold, but not frozen, the temperature needs to be set to “5.”

Hot Well: The Hot Well must be filled 1/3 of the way with water before it is turned on. After it has water in it, you may turn it on by setting the switch to “Medium-High.”

Heat Lamp: The heat lamp can be turned on by flipping the switch that is located on top of the lamp. Make sure it is plugged in.
STOCKING THE FOOD

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

From Fridge 1:
- 5 1/8 pans of white onions
- 5 1/8 pans of diced tomatoes
- 2 1/8 pans of green chiles
- 1 exon (blue lid) containers of bacon strips
- 3 1/6 pans of green peppers

From Freezer 2:
- 1 full bag of sausage crumbles
- 1 box of hashbrowns

From Dry Storage:
- 2 full sleeves of oval plates
- 2 full sleeves of round plates
- 1 full sleeve of oval lids

From Fridge 3:
- 3 1/6 deep pans of mushrooms
- 2 1/6 deep pan of shredded cheddar cheese
- 2 1/6 deep pan of shredded pepper jack cheese
- 1 blue lid container of diced ham
- 1 box of liquid egg
- 2 whipped cream canisters
- 1 full bag of chopped bacon
- 1 large container of whole eggs
From *Sliced* Area:

- 5 small tongs for veggies
- 3 red scoops for meats

Also, you will need 1 large container of French toast mix. Please see recipe guide for how to make the mix.

**Grill:** There should be *one plastic pitcher of liquid egg mixture* and *one plastic pitcher of pancake mixture* to the left of the grill. *All plates, lids, and to-go containers* should be placed in the storage space underneath the grill or the storage area under the counter.

**Drop-In Cooler:** The drop-in cooler will hold your vegetables and cheeses. Follow the instructions below for stocking the drop-in cooler with food.

1. In the far left section of the drop-in cooler, place *one 1/8 pan of chile’s*, *one 1/8 pan of tomatoes*, and *one 1/8 pan of onions*.
2. In the middle section of the drop-in cooler, place *one deep 1/6 pan of mushrooms* and *one deep 1/6 pan of green peppers*.
3. In the far right section of the drop-in cooler, place *one deep 1/6 of shredded cheddar cheese* and *one 1/6 of pepper jack cheese*.
4. Place a set of tongs into each of the vegetable sections.

Place a set of tongs into each of the vegetable sections and place one side serving cup (2oz portion cup) into each of the cheese containers.
Heat Lamp: The heat lamp will hold hash browns. Follow the instructions in the “Preparing the Food” section for preparing hash browns.

The Scotsman Freezer: The top shelf of the Scotsman freezer will be used to store the following items.
- Extra blueberries.
- Extra hash browns.

The Scotsman Fridge: The left side of the Scotsman fridge will be used to store the following items.
- Two canisters of whipped cream
- Two boxes of liquid egg mixture.
- Two blue-lid containers of diced ham.
- Two blue-lid containers of bacon strips.
- One large container of whole eggs.
- One large container of French toast mix.
- One chocolate chip container.
- One box of butter cubes.
- Any extra veggies, bacon crumbles, cheeses, and pancake mixtures.
The following items can be found under the front counter:

- One box of chocolate chips.
- Extra bags of powdered sugar.
- Extra bags of pancake batter.
- Extra order tickets.
- Extra syrup packets

**Hot Well:** The Hot Well will hold your meat and gravy. Follow the instructions below for stocking the Hot Well with food.

- Fill the upper, deep 1/3 pan with country gravy then place the 1/3 lid on top of the pan.
- In the middle section of the Hot Well, fill one of the deep 1/6 pans with bacon crumbles and the other deep 1/6 pan with sausage crumbles.
- Fill the bottom, deep 1/3 pan with diced Ham.
- Make sure that all meats have an internal temperature of 165 degrees.

How to heat meats:

1. Place desire amount of individual meat (ex: bacon) into a plastic container.
2. Microwave until meat temps to 165 degrees.
PREPARING THE FOOD

Each area will have separate guidelines for preparing food and serving food. This section will explain how to make skillets, loaded eggs, breakfast sandwiches, made-to-order eggs, pancakes, French Toast, biscuits and gravy, and side items for the Scotsman Front Grill. Also keep in mind that even if they don’t get a lot of veggies and or meats that the portion that is given is the same.

The diagram below is an example of where items should be placed on the grill. Use this as a reference for preparing your food.

<table>
<thead>
<tr>
<th>Pancakes</th>
<th>Skillets</th>
<th>Bagels</th>
</tr>
</thead>
<tbody>
<tr>
<td>French Toast</td>
<td>Loaded Eggs Whole Eggs Bacon Strips</td>
<td>Vegetables</td>
</tr>
</tbody>
</table>

PREPARING SKILLETS

The following instructions will help you prepare skillets for your customers.

- Spread butter or spray onto the far right section of the grill for vegetables, and place vegetables on the far right side of the grill to sauté and chop them.
- Spread butter or spray onto the middle section of the grill for your eggs.
- Place two 3 oz. ladles of the liquid eggs onto the middle section of the grill.
- After the eggs are cooked for fully through, place hash browns and the cooked vegetables in the center of the eggs. If a customer wants meat, take one red scoop of meat from the Hot Well and place it in the center of the eggs with the vegetables and hash browns.
- Flip the ingredients over and dice up the skillet until thoroughly combined.
- When the eggs of the skillet seem fully cooked, place it on a plastic oval plate.
- Sprinkle cheese over the top of the skillet, if requested.
- Hand the order to the customer with the order form.
PREPARING LOADED EGGS

Please note that loaded eggs do not have hash browns in them. If a customer wants hash browns in their loaded eggs, just explain to them that they would be ordering a skillet and write them down for a skillet.

The following instructions will help you prepare loaded eggs for your customers.

• Spread butter or spray onto the far right section of the grill for vegetables.
• Place vegetables on the far right side of the grill to sauté them.
• Spread butter or spray onto the middle section of the grill for your eggs.
• Place two 3 oz. ladle (of the liquid egg mixture) onto the middle section of the grill.
• After the eggs have cooked through, place the cooked vegetables in the center of the eggs. If a customer wants meat, take one red scoop of meat from the Hot Well and place it in the center of the eggs with the vegetables.
• Flip the ingredients over and combine.
• When you have thoroughly combined the ingredients, place them on a plastic oval plate.
• Sprinkle a 2oz portion cup of cheese over the top of the loaded eggs, if requested.
• Hand the loaded eggs and the order sheet to the customer.
PREPARING BREAKFAST SANDWICHES

The following instructions will help you prepare breakfast sandwiches for your customers.

- Place one sliced bagel on to the far right side of the grill to toast it.
- Spread butter or spray onto the far right section of the grill for vegetables.
- Place vegetables on the far right side of the grill to sauté them.
- Spread butter or spray onto the middle section of the grill for your egg.
- Place one 3 oz. ladle (green handled) of the liquid egg mixture onto the middle section of the grill.

  After the egg has partially cooked, place the cooked vegetables in the center of the egg. If a customer wants meat, take one red scoop of meat from the Hot Well and place it in the center of the egg with the vegetables and add the requested cheese. The items must be placed in the center of the egg because the egg will be folded.

- Sprinkle cheese onto the vegetables or meat in the center of the egg, if needed.
- Fold the egg, into the middle, using all four sides.
- Flip the egg over.
- After the bagel is toasted, place the folded egg (filled with ingredients) onto the bottom bagel slice.
- Place the other bagel slice on top of the breakfast sandwich.
- Place it on a plastic oval plate.
- Hand the breakfast sandwich and the order sheet to the customer.
PREPARING MADE-TO-ORDER EGGS

All made-to-order eggs must be cooked as described below. Customers who order made-to-order eggs are often picky about how their eggs are cooked, so you must follow the instructions below with exactness.

OVER-EASY EGGS

- Over-easy eggs are eggs that have a runny yolk. Follow the instructions below for preparing them.
- Spread butter onto the middle section of the grill.
- Grab the specified number of whole eggs from the Scotsman fridge.
- Crack open the eggs and place them on the grill without breaking the yolk.
- Cook the eggs on one side for 1-2 minutes.
- In a swift motion, slide the spatula under the eggs. You must be swift to get underneath the eggs, otherwise the yolk might break or the eggs might stick to the grill.
- Gently flip the eggs over (so that you don’t break the yolk).
- Let the eggs cook for 30 seconds, or until the white yolk is cooked.
- In a swift motion, slide the spatula under the eggs.
- Place the eggs onto a plastic oval plate.
- Hand the eggs and the order sheet to the customer.

OVER-MEDIUM EGGS

- Over-medium eggs are eggs that have a slightly runny, slightly cooked yolk. Follow the instructions below for preparing them.
- Spread butter onto the middle section of the grill.
- Grab the specified number of whole eggs from the Scotsman fridge.
- Crack open the eggs and place them on the grill without breaking the yolk.
- Cook the eggs on one side for 1-2 minutes, slightly cooking the yolk.
- In a swift motion, slide the spatula under the eggs. You must be swift to get underneath the eggs, otherwise the yolk might break or the eggs might stick to the grill.
- Gently flip the eggs over (so that you don’t break the yolk).
- Let the eggs cook for 1-2 minutes, slightly cooking the yolk.
- In a swift motion, slide the spatula under the eggs.
- Place the eggs onto a plastic oval plate and hand the eggs, plus the sheet, to the customer.
OVER-HARD EGGS
Over-hard eggs are eggs that have a broken yolk, but they are not scrambled.
Follow the instructions below for preparing them.
- Spread butter onto the middle section of the grill.
- Grab the specified number of whole eggs from the Scotsman fridge.
- Crack open the eggs and place them on the grill.
- Break the yolk with a spatula.
- Fully cook the eggs on one side.
- Slide the spatula under the eggs.
- Flip the eggs over.
- Cook the eggs until they are fully cooked on the second side, or until there is no runny yolk.
- Slide the spatula under the eggs.
- Place the eggs onto a plastic oval plate.
- Hand the eggs and the order sheet to the customer.

SCRAMBLED EGGS
Always use the liquid egg mixture for scrambled eggs, unless the customer specifies that they want whole eggs. The following instructions will help you prepare scrambled eggs for your customers.
- Spread butter onto the middle section of the grill.
- Pour the specified number of eggs onto the middle section of the grill (one 3 oz scoop = one egg). Grab whole eggs from the Scotsman fridge if they are requested (crack them open and scramble them on the middle section of the grill).
- Cook the eggs thoroughly.
- Place the eggs onto a plastic oval plate.
- Hand the eggs and the order sheet to the customer.
PREPARING PANCAKES
The following instructions will help you prepare pancakes for your customers. (See the “Recipe” section for making pancake batter).
- Spread butter on the far left section of the grill.
- Place one 6 oz. scoop of pancake batter onto the far left section of the grill. Sprinkle 2oz of chocolate chips or 2oz of blueberries on the top, uncooked portion of the pancake, if requested.
- Cook the pancake until air-holes appear on top.
- Flip the pancake and cook the other side thoroughly.
- After the pancake is cooked, place it onto a round plastic plate.
- Hand the pancake and the order sheet to the customer.

PREPARING BISCUITS AND GRAVY
The following instructions will help you prepare biscuits and gravy for your customers.
- Grab a round plastic plate from underneath the counter.
- Grab two biscuits from under the bread shelf. Slice in half.
- Toast biscuit halves on the grill for 1 minute
- Place the four biscuit halves onto the round plastic plate
- Grab two 4 oz. scoops of gravy, from the upper section of the Hot Well.
- Pour the gravy over the biscuits (add one red scoop of meat, if requested).
- Hand the biscuits and gravy and the order sheet to the customer.
PREPARING FRENCH TOAST

The bread for the French toast is located in Cafe Ibis. You should have 2 loaves of cinnamon white, cinnamon wheat, blueberry swirl, and raspberry swirl bread on the bread shelf by the Scotsman freezer.

The following instructions will help you prepare French toast for your customers.

- Spread butter onto the far left section of the grill.
- Grab the preferred bread from the bread shelf by the Scotsman sink (place it onto a round plastic plate).
- Take the slice of bread to the Scotsman fridge and dip both sides of the bread into the French toast mixture. (See the “Miscellaneous” section for making the French toast mixture).
- Carry the piece of bread to the grill with a round plastic plate underneath it.
- Place the piece of bread on the far left section of the grill. Throw the plate away.
- Cook the first side until it is light-brown – 2 minutes per each side.
- Flip the slice of bread.
- Cook until the side that is face-down is light-brown.
- Take the slice of bread off of the grill and place it onto a round plastic plate
- Hand the French toast and the order sheet to the customer.
PREPARING SIDES
The following instructions will help you prepare sides for your customers.

SAUSAGE
- Sausage orders include 2 sausage patties.
- From the Scotsman fridge, grab your patties and cook for 1 minute per side.

HASH BROWNS
Use the Back Grill fryer and press the fryer timer button “6,” to cook the hash browns. After the hash browns have been cooked, use the salt in the Back Grill to lightly salt them.

To serve the hash browns, place one orange-scoop of hash browns onto a plastic oval plate (or a round plate, if the customer prefers) and hand it to the customer.

BACON
The following instructions will help you prepare a side of bacon for your customers.
- Grab four strips of bacon from the Scotsman fridge.
- Place the bacon strips onto the middle section of the grill (do not butter the grill for bacon, it is not necessary).
- Let the bacon strips cook until crispy, NOT BURNT.
- Take the bacon strips off of the grill and place them onto a plastic oval plate.
- Hand the bacon strips and the order sheet to the customer.
All employees are required to complete and initial the hourly checklist. An employee will be held accountable if items on the checklist were not completed or if items were checked off and not completed. This section will describe, in detail, what is included in the Scotsman Front Grill Hourly Checklist.

Clean the grill
- Use the large grill scrapers (located in the storage space beneath the grill) to clean the grill.
- Scrape all grease into the grease trap on the far left side of the grill.
- When time permits scrape the grill. In a short amount of time the grill can get very dirty and make it hard to cook accurately and makes it even harder to clean at closing.

Stock food, supplies, and butter. (See pp.1-4). Butter can be re-stocked by grabbing the large container of butter that is located beneath the counter and filling the bottles.

Sanitize all areas: This includes the counters (inner and outer), Hot Wells, heat lamps, drop-in coolers, walls, and edges of the grill.
- Using a rag and hot, soapy water, clean off any spills or messes
- Using a rag and sanitizer, thoroughly wipe all areas

Temp Logs: Using the thermometer, fill out Front Grill’s temp log.

Clean glass/sneeze guard: Taking a clean, dry rag and glass spray, clean the sneeze in Front Grill.

Empty and scrub the garbages: Take out full garbage bags, replace them with new ones, and scrub the outside of the garbages with hot water and a scouring pad.

Sweep: Sweep all areas in Front Grill. Make sure there are not crumbs around the grill, and sweep underneath the fridges.
<table>
<thead>
<tr>
<th>Front Grill Checklist</th>
<th>9:00am</th>
<th>11:00am</th>
<th>12:30pm</th>
<th>2:30pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clean the grill</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stock all cold well ingredients</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stock butter and syrup</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stock liquid eggs/butter</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sanitize all areas (walls, counters, Hot Wells, edges of grill, drop-in cooler)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Temp Log</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clean glass/sneeze guard</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>Sweep</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 Front Grill.

**Stock everything:** There should be the following amounts of food in the following places when you close.

In the *Scotsman* Fridge:
- 5 -1/8 pans of white onions from fridge #1
- 5 -1/8 pans of diced tomatoes from fridge #1
- 3 -1/6 deep pans of green peppers from fridge #1
- 2 -1/8 pans of green chiles from fridge #1
- 2 -blue lid containers with bacon strips from fridge #1
- 2 -1/6 deep pans of mushrooms from fridge #3
- 2 -1/6 deep pans of shredded cheese from fridge #3
- 2 -1/6 deep pans of pepper jack cheese from fridge #3
- 2 -boxes of liquid egg mixture from fridge #3
- 2 -cartons of substitute from fridge #3
- 2 -whipped cream canisters from fridge #3
- 1 - large container of whole eggs from fridge #3
- 1 -full bag of chopped bacon from fridge #3
- 2 - blue lid containers with diced ham

In *Scotsman* Freezer:
- 1 box (6 bags) of hash browns from freezer #2
- 1 full bag of sausage crumbles from freezer #2

Beneath the Grill:
- 3 -full sleeves of oval plates from dry storage
- 3 -full sleeves of round plates from dry storage
- 1 -full sleeve of oval lids from dry storage
- 1 - full sleeve of to-go containers from dry storage
Stock Everything: See stocking list.

Sanitize all areas: This includes the counters (inner and outer), Hot Wells, heat lamps, drop-in coolers, walls, and edges of the grill. Use hot soapy water to clean away messes and spills, and then wipe all areas with a sani-rag.

Turn off the grill and clean it: The following instructions will help you clean the grill.
- Use the large grill scrapers and scrub brushes (located in the storage space beneath the grill) to clean the grill.
- Squirt water onto the grill if some spots are not coming off.
- Scrape all grease into the grease trap on the far left side of the grill.
- Finish with butter and polish with clean bar towel
- Never clean the grill with chemicals.

Turn off the Hot Well and heat lamp. Clean and sanitize following cleaning procedure (shown above under “sanitize all areas”).

Clean the sneeze guard: Use the glass cleaner (located in the storage space beneath the grill) to clean the inner and outer areas of the sneeze guard.

Clean hand washing sink: Using sanitizing procedure to clean out handwashing sink in Front Grill.

Leftover Bread: Take all the leftover bread and bagels to Café Ibis so they can add it into SNAC. Do not leave anything out; make sure everything is bagged or else it will get dry.

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

Empty and scrub the grease trap and garbages:
- The grease trap is on the far left side of the grill and it needs to be emptied daily.
- Take out full garbage bags, replace them with new ones, and scrub the outside of the garbage with hot water and a scouring pad.

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

Once a week take the front of the grill apart (the portion the customers can see) and take glass down and take to the dish room and clean it with dish soap and green scrubber. Do this by Friday night and the Saturday crew can put it back together.

Take dirt dishes to the backroom.

Get checked off by a Manager.
<table>
<thead>
<tr>
<th>Front Grill Closing Checklist</th>
<th>Manager’s initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stock all cold well items</td>
<td></td>
</tr>
<tr>
<td>Sanitize all counter space</td>
<td></td>
</tr>
<tr>
<td>Turn off the grill and clean it</td>
<td></td>
</tr>
<tr>
<td>Turn off the Hot Well and heat lamp/ clean and sanitize</td>
<td></td>
</tr>
<tr>
<td>Clean the sneeze guard with glass cleaner inside and out</td>
<td></td>
</tr>
<tr>
<td>Clean hand washing sink with soapy water and sanitizer</td>
<td></td>
</tr>
<tr>
<td>Take left over bread and bagels to Ibis</td>
<td></td>
</tr>
<tr>
<td>Sweep and mop including all the way to back large fridge</td>
<td></td>
</tr>
<tr>
<td>Empty and scrub the grease trap and garbages</td>
<td></td>
</tr>
<tr>
<td>Breakdown all cardboard boxes take to recycle container</td>
<td></td>
</tr>
<tr>
<td>Take dirty dishes to the dishroom</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.
MAKING THE FRENCH TOAST MIXTURE
Mix the following items (in the order they are given) into a square, deep plastic container.
4 quarts of liquid egg mixture.
2 cups of sugar from the backroom.
1 cup of Amaretto syrup from Cafe Ibis.

MAKING THE PANCAKE BATTER
- Mix two quarts of pancake mix with two and a half quarts of cold water.
- Do not mix in a pitcher—mix in a metal bowl with a whisk until thoroughly combined.
- Place in pitcher when combined.

PREPARING BISCUIT GRAVY.
The gravy is brought to us from commissary everyday. Place the bag of gravy in the kettle and turn the kettle on. Place enough water in the kettle for the gravy to be submerged. Once the gravy is liquid and reaches 165 degrees, take it out and place it in a container in the hot well.

Please make all food according to their recipes to insure all food and food costs are consistent.
Deep Cleaning Duties

- Hot well: Scrub the inside and the outside of the hot well using hot, soapy water. Clean the outside with stainless steel cleaner. Move the hot well and clean the counter underneath with hot, soapy water, and then sanitize.

- Heat Lamp: Wipe off the heat lamp with a clean sani-rag. Move the heat lamp, and clean underneath with hot, soapy water, and then sanitize.

- Shelves: Pull off items off the shelves. With hot, soapy water, scrub the shelves, making sure to get all spills and messes. Polish with a dry rag and stainless steel cleaner. Replace all items.

- Glass: Take the glass apart. With a clean rag and degreaser, scrub the counter and glass area. Clean the glass with a coffee filter and glass cleaner. Replace the glass.

- Fridge: Pull items in the fridge out. Scrub the shelves with hot, soapy water. Make sure to get any spills or messes. Sanitize the shelves with a clean sani-rag. Replace all items in an organized way, and according to the guidelines inside the fridge. With a dry rag, stainless steel polish the outside of the fridge.

- Grease Trap: Pull out the grease trap and dumb it into the garbage. With a metal scrubber and degreaser spray, scrub the inside of the grease trap. Polish with stainless steel spray, and replace the tray.

- Walls: With hot, soapy water, scrub the walls in Front Grill Area. Scrub off any spills, messes, or grease stains. Sanitize the walls with a clean sani-rag.

- Bread Shelf: Pull all items off the shelves. Scrub the shelves with hot, soapy water. Make sure to clean off all crumbs and spills. Sweep the floor underneath the shelves.

- Knife and Magnet: Clean the knife with hot, soapy water, and then sanitize it. Clean off the magnet with a clean sani-rag.

- Floor: Sweep underneath the fridge, and in all corners. With a blue-scrubber mop and degreaser mop water, scrub the floor. Move garbage cans and any other items to sweep and mop underneath them.
All of these items must be checked off by a Manager; you cannot sign yourself off.

<table>
<thead>
<tr>
<th>Front Grill Deep Cleaning Checklist</th>
<th>Employee Initials</th>
<th>Manager’s Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hot Well</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heat Lamp</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shelves</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Glass</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fridge</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grease Trap</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Walls</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bread Shelves</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Knife and Magnet</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>