Opening Duties

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Step-by-Step Opening
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Hourly Duties

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Duties Explained
Closing Checklist

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Deep Cleaning Checklist

Deep Cleaning Duties
Deep Cleaning Checklist
STOCKING EQUIPMENT

From the back get the following items to be able to open taco time:

- 1– shallow hotel pan
- 1– deep hotel pan
- 1- deep hotel pan
- Gravy – how to make gravy explained in food preparation guidelines.
- 7 -clear half containers
- 5 -deep clear half containers
- 1-Red cutting board
- 6– 2 oz ladel
- 4- deep metal pans
- 1- Sani bucket
- 1- Bag of rags
- 6– 1/3 pan lids with scoop holes
- 4– 1/6 pan lids

From the Sliced drawers get the following items:

- 2 -Red scoops for bacon and sausage
- 1 –Yellow scoops for eggs

Also get the following from the Sliced drawers to prepare for lunch:

- 1- blue scoop for meat
- 2 -yellow scoops for rice and beans
- 2 -purple scoops for tomatoes and salsa fresca
- 1- red scoop for black beans
- Pie Server
ONCE YOU GET TO TACO TIME:

1. Fill the hot well about two inches deep with water and turn on both hot wells to number six. **MAKE SURE THE DRAINS ARE CLOSED BY TURNING THE GREEN KNOB UNDERNEATH THE WARMER ALL THE WAY TO THE RIGHT. HOT WELLS ARE CONNECTED.**

2. Turn on mexi-fry warmer

3. Put half a bag of sausage into a clear container and heat in microwave until it reaches 165 degrees

4. Put half a bag of bacon into a clear container and heat in microwave until it reaches 165 degrees.

5. When they are done, put the meats in a deep sixth pan

6. Get four dividers from under the counter at Sliced

7. Put two, third pans in the left hot well

8. Put the gravy in the middle of the right section

9. In the middle third pan on the left, place a sixth pan full of picante sauce and a ninth pan to put the scoop in for the gravy.

10. Put the sausage and bacon in the right hand hot well

11. Put the deep hotel pan on the bottom of the mexi-fry warmer and put the regular hotel pan nestled in to it. This raises the mexi-fries closer to where the heat is and will help keep the fries at the correct temperature
Making Mexi-Fries:
1. Put about a third of a bag of mexi-fries into the fryer, making sure to shake off the crumbs before putting them in the fryer (put the fryer basket on the fryer table and pour the fries in, then shake the fries in the basket over the garbage)
2. Cook for 3 minutes
3. Transport the cooked mexi-fries from the fryer to Taco Time by using the clear containers

Cover any food that you are not currently using, i.e. if you are not making burritos, put a cover on the eggs and meat. This holds in heat so food stays at the proper temperature.

PREPARING THE FOOD
Make 2-3 deep third pans of eggs at Front Grill:
1. Get two spatulas from the drawer in Sliced prep table
2. The grill should have been turned on by the opening manager, but if it is off, turn the dials to 350 degrees.
3. Spread margarine all over the grill.
4. Take bag of eggs (found in the fridge in Front Grill – big bags with plastic spouts) and cover the grill with them.
5. Use the spatulas to mix the eggs around until they are cooked
6. Put the eggs in the third pans and take back to Taco Time
FINAL STEPS TO OPENING TACO TIME

1. Unlock the gate and open it at 7:00
2. Go out to the front of taco time and turn on the TV directly over the register– leave the other two off for now
3. Put the pop caps on the Pepsi machine by pushing them up and then turning them clockwise
4. Take the key that is hanging by the register and unlock the Pepsi machine. The lock is on the left side of the machine
5. Put the napkin dispenser and sauce tower out next to the soda machine. Make sure that they are well stocked (extras for both are kept in the cupboards under the Pepsi counter)
6. Start stocking the warmer with four of each type of burrito, except the ultimate burrito. The recipes will be in the recipe section. Pay careful attention to the burritos in order to achieve consistency (make sure scoop amounts are the same, all burritos are 8 in, etc). THE WARMER SHOULD BE STOCKED STARTING AT 8AM UNTIL 10:45 AM
7. When making breakfast burritos, you can roll any of them before microwaving them except for the ultimate burrito. NEVER MICROWAVE RANCH.

10. Pay attention to how long the burritos have been in the warmer. They are to be held for 20 minutes. If they go over that amount of time, throw them away and record it on the waste log. When placed in warmer, use marker on laminated labels to mark when they should be tossed.
**Hourly Duties**

**MORNING TIMES**

1. Always stay busy. The warmer should always be fully stocked and organized.
2. Make sure to greet customers promptly.
3. Until 10:00, always keep an extra pan of eggs ready, and when you start on your backup pan, let Front Grill know so they can make you more.
4. Get to know every one of you customers. Knowing their name and their usual order makes them want to come back.
5. When a second person gets to Taco Time, one of you is responsible for frying:
   - Five taco salad bowls
   - One deep, clear container full of chips
     *Portion them into 2.5 oz portions using Taco Time sandwich bags*
   - 10 bags of crustos
     *Portion them in 3.5 portions using Taco Time sandwich bags*
   - 50 crisp taco shells
   - One tortilla worth of wheat tortilla strips

   *INSTRUCTIONS FOR THESE ITEMS ARE FOUND IN THE RECIPES SECTION*

6. Par fry a bag of ranchero chicken by frying it for four minutes and then putting it in a clear container and putting it in the fridge with a lid on the container.
7. Make sure all stocking is done and there is enough of everything to last through lunch
SWITCHING TO LUNCH

1. At about 10:30, a manager will start making the meat, beans, and rice, and will bring it out to Taco Time when ready. Make sure that those items get into a hot well as soon as they are brought out.

2. At 10:50, fry two crisp chicken, 3 crisp meat, 4 crisp bean, and 4 crisp juan burritos for the warmer

3. Put 6 portions of mexi-fries into the top left corner of the warmer

4. Put a row of crusto portions in the top middle section of the warmer

5. At 11:00, go out front and turn on the other two tvs, and switch the breakfast tv to the lunch menu

6. Fry 8 pieces of ranchero chicken for 2 minutes and temp them. If they are not 165 degrees, put them back in until they reach that temp. Place the cooked chicken in a shallow sixth pan in the mexi-fry warmer.

7. Keep the warmer stocked at all times

8. Record warmer stocking and waste on the waste/hold logs

9. Pay attention to the hold times for everything you put in the warmer as well as the mexi-fries. The ranchero chicken and mexi-fries are good for 15 minutes and the burritos are good for 20 minutes. Label with marker on laminated tags.

To help with this, there are small laminated clocks for each item on the warmer. After placing your new items in the warmer, please mark the time that the items need to be thrown away on the clock with a dry erase marker.
HOW TO WORK LUNCH

1. How to take orders and cashier responsibilities:
   A. Greet the customer promptly and if you are in the middle of doing something, let them know you will be with them as soon as you can. Offer samples and suggest specials.
   B. Take the customer’s order.
   C. If they order a taco or burrito, ask if they want a combo, and then ask what size of combo, and if they would like to upgrade to stuffed mexi-fries.
   D. Repeat the order back to the customer to ensure accuracy.
   E. If they want to customize their burrito, like not wanting sour cream, type this in as a transaction comment.
   F. Take the customer’s name and write it on the bottom of the receipt.
   G. Print the receipt and underline the items that the rail people need to make. If multiples of an item are needed, circle the number and write it next to the item.
   H. If the customer ordered a drink, give them the correct sized cup.
   I. Instruct the customer of what items are already ready for them to grab in the warmer– if necessary, grab and bag items from the warmer for the customer.
   J. Take the receipt and put it on the rail.
   K. If there are only two people in Taco Time, keep the warmer stocked with fried items.
   L. If all orders are taken, being stocking, completing check lists, or doing temp logs. Don’t just stand there.
   M. Stock warmers and keep up on making fried items.
2. Workers on the rail:

A. One person stays on the hot side of the rail. They are in charge of:

   I. Putting beans, rice, and cheese on the burrito, and then placing it in the microwave

   II. Keeping 5 portions of chicken, and 2 portions of sweet pork/regular pork hot and ready to be used.

   III. Microwave one item for number 3, or two items at one time on number 4.

   IV. Letting a manager know when there’s only a half pan of meat or beans left so they can make more.

B. Second person on the rail:

   I. This person stays on the cold side of the rail, adding anything else needed for the burrito and then calls out the name on the receipt and hands it to the customer. **DO NOT** just call out the name and leave the burrito on the counter. Wait for the customer to come and hand it to them. Be sure to say, “Thank you for coming in.”

   II. If the warmer needs stocking, let the first person on the rail know you are going to fry burritos so they can take over finishing burritos. Or let cashier know to throw those down if backed up.

   III. If you run out of any ingredients, there is backup in the fridge.

   IV. **DO NOT SWITCH BACK AND FORTH ON THE RAIL OR TO THE REGISTER.**
Restock the line – take inventory of what line items you may run out of soon and grab those items from the fridge and switch out the container.

Wipe line – remember whatever is on the line gets on the burrito wrapper which then gets handed to the customer. Also, the customers can see you making their food and it is not appetizing to see a mess where their food is being made. Wipe down the rail regularly.

Clean front – go out to the front of Taco Time and wipe down all counters, on top of the warmer, and the soda machine. Restock any sauce packets, napkins, straws, and forks. These items should be kept underneath the soda machine counter, but there are extras inside Taco Time.

Temp log – record the temperatures of all foods on the list and take corrective action if the food is not in the correct temperature zone

Sweep – sweep floor and under all counters

Clean microwaves – wipe out the inside and outside of both microwaves, including the back side of the handles. MAKE SURE FOOD IS COVERED WHEN YOU DO THIS SO THE MESSES IN THE MICROWAVE DO NOT GET INTO THE FOOD.

Clean Grill – scrape the grill with the grill brush and wipe off any debris on the counter into the garbage.

Clean warmer – wipe out entire warmer, including on top of the warmer, moving food as needed to make sure and get all crumbs

Clean out fryer – use the metal hand strainer to skim off any crumbs in the fryer

Wash bottle lids – Take bottle lids to the bottle washing sink and scrub them with hot, soapy water and a bottle brush. Be sure to get all sauce that is caked on to the lid. Replace it in the lid bin. DO NOT SEND LIDS TO THE DISHROOM BECAUSE THEY WILL GET LOST.

Clean fridges: Using a completely wrung-out sani-rag, wipe out the inside of the fridges (line fridge and Taco Time Fridge) to get rid of any messes or spills. Then, wipe the inside and outside of the doors, including the handles and the sides.

Take out the trash: Take out any of the four trashes that are full, and replace them with a new bag. Take the full trash bags out to the dumpster.
<table>
<thead>
<tr>
<th>Taco Time Checklist</th>
<th>8:00 am</th>
<th>10:00 am</th>
<th>12:00 pm</th>
<th>2:00 pm</th>
<th>4:00 pm</th>
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<td>Restock the Line</td>
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Check Stock: Stocking should be done everyday between 2-4pm. The evening person needs to go through each fridge and make sure the supplies are stocked fully for the next day. If anything is not fully stocked, get the needed supplies until it is.

Take the dish cart to the dish room: The dish cart will fill up fast in the evenings. Once the cart is full, take it to the dish room and come back with a clean one. The new cart will be for dishes once Taco Time is closed.

Microwaves: Thoroughly clean the microwaves inside and out. Scrub any messes, and make sure there are no food bits inside. The outside should not be streaky.

Boxes: Break down any boxes in Taco Time and take them to the recycling bin on the back dock.

Fridges: This includes both the line fridge and Taco Time fridge. Take the items off the shelves and wipe any messes and spills. Replace the food, and then wipe the outsides of the fridges with stainless steel cleaner.

Sweep: Sweep around and underneath all areas. This includes the prep tables, the fridges, the front counter, and trash areas.

Wash lids: Sauce bottles can go back to the dish room, but bottle lids cannot. DO NOT SEND LIDS TO THE DISHROOM. Take the lids to the bottle sink and clean them completely with hot, soapy water and a bottle brush. Place them in the bottle basket when done.

Clean front: The front includes the soda machine counter and the front counter. Take sanitizer water and clean any messes or spills. Stock the sauce tower, napkins, and utensils for the next morning.

Clean grill (Inside and out): Use the grill brush to scrape off the grill so it is clean. Then, wipe the outside of the grill with a sani-rag.

Sweep and mop by fryer: Sweep around and underneath Taco Time’s fryers. Make sure to sweep thoroughly and get all the crumbs. Then, take a mop and degreaser and scrub the floor.

Wipe table by fryer: Take the cookie sheet off the table and place it on the cookie sheet cart in Ibis. Then, take a clean sani-rag and clean the table, including the shelf holding the cinnamon and frying supplies.

Wipe out burrito warmer: Turn off the warmer and thoroughly wipe the shelves with a clean sani-rag. Take out the dividers and divider holders and send those to the dish room.
**Weekly Whiteboard Work:** Everyday has a specific number of duties for Taco Time to complete. Depending on what day it is, make sure all those duties are completed, and sign them off, with date and initials. Then, work on the weekly deep-cleaning list for Taco Time.

**Check Whiteboard To Do List:** There will be duties listed on the whiteboard as the day goes by in Taco Time, including portioning food, rolling burritos, etc. Complete these lists and check them off.

The Evening Checklist will be included on the back of Taco Time’s Closing Checklist.
Meat, Beans, and Rice: At the end of the day, throw out leftover meat, beans, and rice.

Clean out and Drain warmers: There is a green knob underneath the hot well. Turn it all the way to the left to drain the water, and then turn it to the right to close it again. Wipe out the warmers completely; there should be no food or water left in them. Wipe out the mexi-fry warmer also. MAKE SURE ALL WAMERS ARE TURNED OFF BEFORE YOU WIPE THEM.

Sweep behind fridges and warmers: The fridges in Taco Time move. Move them in order to sweep behind them, and then move them back.

Soda nozzles/soda machine: Take a 1/6 deep metal pan and fill it 3/4 of the way with hot water. Unscrew the soda nozzles from the machine and place them in the water to soak overnight. Turn off the machine using the key hanging next to the register, and then wipe off the machine (especially the metal arms) with a sani-rag. Pour hot water and bleach down the soda machine drain to clean it out.

Turn off TVs: Turn off all three TVs by hitting the power button on each in the lower right-hand corner.

Consolidate and clean Line: If an item in the line is low, put a new container in it so the morning people do not have to switch them. Pull all the containers out and clean underneath them, and then replace them.

Tortillas: Wrap tortillas individually in plastic wrap so no part of them is exposed. If the tortilla is exposed at all, it will dry out, crack easily, and will have to be thrown out. Place the wrapped tortillas in the fridge for overnight.

Leftover fried items: Throw out any leftover ranchero, mexi-fries, chips, crustos, taco bowls, or taco shells.

Close and Lock gate: At 9pm, you can pull down the gate (get a stool if necessary). Pull it down all the way, and make sure there is nothing blocking its path, or left outside– this includes the sauce tower, soda nozzles, and napkin dispenser. To lock the gate, slide the black knob located on the right-hand side all the way to the right. Make sure the gate is locked before you leave!

Sweep and mop: Sweep and mop all areas.

Take out garbages: Take garbages out to the dumpster, and replace with new liner.
<table>
<thead>
<tr>
<th>Taco Time Closing Checklist</th>
<th>Employee Initial</th>
<th>Manager Initial</th>
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<tbody>
<tr>
<td>Throw out meat, beans, rice, and fried items.</td>
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<tr>
<td>Clean out/drain warmers</td>
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<tr>
<td>Sweep behind fridges and warmers</td>
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<tr>
<td>Soak the soda nozzles in warm water over night</td>
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<tr>
<td>Pour bleach and hot water down the soda machine drain and send the grate to the dish room</td>
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<td>Turn off TVs</td>
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<td>Consolidate/clean line</td>
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<td>Close and Lock gate</td>
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<td>Sweep and Mop</td>
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<td>Take dishes to the dish room</td>
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<td>Take out garbages</td>
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Recipes:

Taco Meat:
- 2 quarts water
- 2 red scoops tomato paste
- 2 bags meat spice
- 5 lbs (one log) ground beef

Beans:
- 2 quarts boiling water
- 1 package beans

Rice:
- 4 cups water
- 1 blue scoop tomato paste
- 1/6 cup original hot sauce
- ½ red scoop mexi-fry spice
- 1/8 cup butter
- 3 cups rice

Sweet Pork:
- 2 ½ cups picante sauce
- 1 ¼ cups brown sugar
- 2 ½ tsp lime juice
- 0.83 tsp mexi-fry salt

Cinnamon and Sugar for Crustos:
- 2 ¼ cup sugar
- ¼ cup cinnamon

Enchilada Sauce:
- 3 ½ gallons cold water
- 9 cups tomato paste
- 1 package enchilada spice mix

Salsa Fresca:
- 4 lbs tomatoes
- 10 oz onions
- 3 oz cilantro
- 1 package spice mix
- ½ cup lime juice

Ranch:
- 1 gallon mayonnaise
- 1 gallon water
- 3 quarts sour cream
- 1 ½ cups ranch dressing mix
Gravy: (also written on the back of the package)
- Pour 3 quarts of water into a pan and place it on the stove until it boils
- While the water is boiling, pour the gravy contents in a pitcher and whisk it into 1 quart of cold water
- Once the water is boiling, pour the gravy mixture into the pan
- Boil the gravy/water mixture
- Once it has returned to a full boil (it should be thick) pour the gravy into a 1/3 shallow pan

Bean Burrito mix:
- 2 packages beans
- 3 quarts boiling water
- 1.5 lbs cheddar cheese

Crisp Meat Burrito Mix:
- 5 lbs taco meat (one pan worth)
- 1 lb cheddar cheese or cheese sauce

Crisp Chicken Burrito Mix:
- 1 bag chicken
- ¼ cup diced white onion
- 4 oz green chillies
- 2 tsp mexi-fry seasoning
- 1 ½ lb cream cheese

Crisp Juan Burrito Mix:
- 3 lbs taco meat
- 2 lbs beans (made according to bean burrito mix)
- 20 oz rice
- 12 oz cheddar cheese
- 4 cups tomatillo sauce
Frying taco shells:
1. Put a yellow corn tortilla around the wire insert and place in the taco frying mold.
2. When the mold is full, put it in the fryer and fry until the bubbles have gone down all the way.
3. Let the oil drain off and then, using tongs, remove the shells from the mold and place into a clear half pan

Frying taco salad bowls:
1. Place an 8 inch die cut tortilla in the fryer so it is flat on the oil.
2. Quickly place the salad bowl mold in the middle of the tortilla and fry until lightly browned.
3. Remove from fryer using tongs

Frying crustos:
1. Take the tortilla scraps and put a handful of them into a fryer basket. Do not put too many because they will stick together and not fry correctly.
2. Put the fryer basket into the fryer and fry the tortilla scraps until the bubbling goes down.
3. Immediately after taking them out of the oil, put them in a clear half container and sprinkle liberally with cinnamon and sugar.
4. Portion into 3.5 oz bags

Frying chips:
1. Cut a mixture of red and yellow corn tortillas into equal sixths.
2. Fry a handful of them at a time, letting them fry until the larger bubbles have subsided.
3. Let drain and then sprinkle with salt.
4. Portion into 2.5 oz bags

Frying wheat julienne strips:
1. Cut a wheat tortilla into think strips
2. Fry the tortillas in the fryer until the bubbling goes down
3. Place the fried strips into a black Teriyaki bowl
Deep Cleaning Duties

- **Floor**: Sweep entire area, including under fridges, counters, tables, and shelves (pull fridges, tables, and shelves away from walls). Using a blue scrubber-mop and degreaser, mop the entire area. With a regular mop, mop the entire area.

- **Shelves**: Pull all items off shelves, including shelves underneath register counter, make-table shelves, and dry-storage shelves. With hot, soapy water, scrub all shelves. Sanitize shelves with a clean sani-rag. Polish metal shelves with stainless steel cleaner. Replace all items.

- **Dusting**: With a clean sani-rag, dust the top of the warmer and the soda machine.

- **Fridges**: Pull all items out of the fridge. With hot, soapy water, scrub the inside of the fridge; make sure to get all spills and stains. This includes the shelves inside the fridge. With a clean sani-rag, sanitize the inside and outside of the fridge. With a clean rag and stainless steel cleaner, polish the outside of the fridge. Replace all items in an organized way, and according to the fridge stocking guidelines.

- **Freezers**: Pull all items out of the freezer. Wipe any messes or spills, and wipe out any crumbs inside the freezer. Polish the outside of the freezer with stainless steel cleaner. Replace all items in an organized way according to the freezer stocking guidelines.

- **Fryer Area**: Pull all items off Fryer Shelf. With hot, soapy water, scrub the cart and shelf, including the sides. Move the cart, and sweep entire area, including underneath fryer. With a blue scrubber-mop and degreaser, mop the floor around and under the fryer. Mop with a regular mop and clean mop water. Replace cart, and replace items on shelf in an organized way.

- **Mexi-Fry Table**: Pull all items off the top and bottom shelves. With hot, soapy water, scrub the entire table. Sanitize with a clean sani-rag, and then replace items in an organized way.
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<tr>
<th>Taco Time Deep Cleaning Checklist</th>
<th>Employee Initial</th>
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