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STOCKING THE EQUIPMENT

Each area will have their own regulations and checklists for stocking the equipment. The list of equipment for the Teriyaki Bull is as follows. All scoops and ladles are not only colored, but will also have the oz amount on them as well.

From Sliced Drawers:
- 4 gray handled scoops (4oz)
- 1 yellow perforated scoop
- 2 rice scoops
- 1 set of tongs

From the Backroom:
- 3 metal 1/3 pans with lids
- 2 deep round sauce warmer pans with lids
- 2 4 oz. ladles (black handle)
- 1 deep hotel pan with a hinged-lid
- 1 large rice scoop
- 1 deep square stove pan
- 1 pitcher
- 1 sanitizer bucket with sanitizer
- 1 handful of bar towels

Hot Wells 1 & 2: There are two Hot Wells in the Teriyaki Bull area and both should be filled 1/3 of the way with water (Three gallons). Hot Well 1 will hold your lo mein noodles and Hot Well 2 will hold the containers of teriyaki and orange chicken. The following instructions will help you stock the equipment for Hot Wells 1 & 2.
- Hot Well 1 should have one deep hotel pan with a hinged-lid and one set of tongs by it.
- Hot Well 2 should be divided into three sections. Place 3 metal 1/3 pans with lid into Hot Well 2. Set one gray handled scoop by each of the Hot Well 2 pans.

Rice Warmers: There are two rice warmers in the Teriyaki Bull area. Each warmer should have an inner pan and a rice scoop next to them. If there is not an inner pan, they will be in the back room. Use the large rice scoop to scoop rice from the cooker to the warmer.

Sauce Warmer: There’s a sauce warmer next to the microwaves in the Teriyaki Bull area. Fill the sauce warmer with at least an inch worth of water then place a deep round sauce warmer pan and lid into each section of the warmer and place two 4 oz. ladles (black handled) next to the sauce warmer.

Drop-in cooler: The drop-in cooler will hold the mixed veggies and chopped green onions. Place a gray handled scoop and yellow handled scoop next to the drop-in cooler.

Stove: Place the deep square stove pan onto the table next to the stove. This pan will be used to cook lo mein, and is located on the shelving in the back prep kitchen.
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 *Teriyaki Bull* equipment so that you may safely begin cooking.

**Hot Wells 1 & 2:** The switches for Hot Wells 1 & 2 are right underneath the Hot Wells. Fill each Hot Well 1/3 of the way with water (three gallons) then turn the switch to “High.” After the Hot Wells have warmed up, turn them down to “8.” Always make sure that the water drain (the knob in the cupboard beneath the drop-in cooler) is fully closed before filling the Hot Wells with water.

**Rice Warmers:** Plug in the rice warmers to turn them on.

**Sauce Warmer:** The sauce warmer will be used to keep your teriyaki and orange sauces warm (the back pan will be orange sauce and the front pan will be teriyaki sauce). The following instructions will help you turn on the sauce warmer.

- Fill each section of the sauce warmer with an inch worth of water.
- Place the deep round metal pans with lids into each section of the burner.
- Turn the switches to “High.”
- After the sauces have reached 145 degrees, turn them down to “4.”

**Stove:** You will use the stove in the back prep area to cook lo mein. To turn on the stove, simply turn the left back and front burners to medium, and turn the two middle burners to medium.

**Grab n’ Go Warmer:** There are two switches on the Grab n’ Go warmer; switch both of them on. Warmers should on “high” at all times.

**Drop-In Cooler:** The switch for the drop-in cooler is in the cupboard beneath the drop-in cooler. It’s at the very back, by the wall, and it’s shaped like a light switch.
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 Teriyaki Bull area and where those items can be found or placed.

**Teriyaki Bull Storage:**
- 2 containers of teriyaki sauce
- 2 containers of orange sauce
- 2 containers of sweet and spicy sauce

From Fridge #1:
- 1 deep metal 1/6 pan of carrots
- 1 large plastic container of linguine/lo mein noodles
- 1 metal 1/3 pan of prepared mixed veggies
- 1 large plastic container of teriyaki chicken
- Garlic (2 TBSP for lo mein)
- 1/6 shallow pan White onion (for lo mein)

From Fridge #3:
- 1 deep metal 1/6 pan of mushrooms

From Freezer #2:
- 1 box (2 bags) of tempura chicken

**Hot Wells 1 & 2:** Place one deep hotel pan of lo mein into Hot Well 1 then place the hinged-lid on top of it. In Hot Well 2, fill the top 1/3 pan with orange chicken and the bottom two 1/3 pans of Hot Well 2 with teriyaki chicken (See “Preparing the Food” for preparing teriyaki and orange chicken and lo mein).

**Drop-In Cooler:** The following instructions will help you stock the drop-in cooler.
- Place one metal 1/3 pan of mixed veggies onto the far left side of the drop-in cooler. This blend of mixed veggies includes zucchini (from fridge 2), carrots (from fridge 1) (from fridge 1), red peppers (from fridge 1), and broccoli (from fridge 1). Always check the In B’tween fridge for this container of mixed veggies before preparing one.
- Place one container of sweet and spicy plum sauce in 1/3 pan in drop-in cooler

**Sliced Freezer:** Place one box (2 bags) of tempura chicken into the Sliced freezer.
**In B’tween Fridge**: The Teriyaki Bull uses the far right section of the *In B’tween* fridge. If there isn’t any teriyaki chicken in the *In B’tween* fridge when you start the day, grab one large plastic container of teriyaki chicken from fridge 1 and put it in the *In B’tween* fridge to use throughout the day.

**Sauce Storage**: The *Teriyaki Bull* sauce storage is right under the rice warmers. This sauce storage will have containers of *orange sauce*, *teriyaki sauce*, and *general tso’s sauce* (*general tso’s sauce* will be used as a side sauce). After you have opened a sauce and filled up the sauce warmer, place any extra sauce into the top right corner of the *In B’tween* fridge.

**PREPARING THE FOOD**

Each area will have separate guidelines for preparing and serving food. This section will explain how to prepare rice, chicken, rice bowls and lo mein for the *Teriyaki Bull*.

**PREPARING RICE:**
- Get 6 shallow hotel pans from the back.
- Place 1 large scoop of rice in the pans, then add 2 quarts of cold water.
- Put it in the steamer in Teriyaki.
- Let the rice cook for 45 minutes. Set timer on steamer.
- Take out of the steamer and place in the rice warmers using the large rice scoop. Please remember to spray the inside of the pot with pan spray (it makes it a lot easier to clean at nights) that is placed in the rice warmer.

**TERIYAKI CHICKEN**

You will find Teriyaki Chicken in Fridge #1. If you do have teriyaki chicken, in either the *In B’tween* fridge or fridge 1, the following instructions will help you prepare it.
- Open the bag of teriyaki chicken and place it in a metal 1/3 pan.
- Cover the metal pan with plastic wrap and place it in the steamer for 45 minutes.
- After 45 minutes, carefully take the chicken out of the steamer (use hot pads to remove) and remove the plastic wrap.
- Temp the chicken to ensure that is has reached 165 degrees.
Place the 1/3rd pan in the steamer table and cover with a metal lid.

**ORANGE CHICKEN**

Cooking orange chicken is fairly simple. The following instructions will help you cook it thoroughly.

- Grab one bag of tempura chicken from the *Sliced* freezer, or the #2 freezer in the back.
- Pour half of the bag into one of the *Taco Time* fryer baskets, and shake off crumbs into garbage.
- Place the fryer basket into the fryer.
- Set timer for 5 minutes.
- Put the extra half-bag of chicken back into the *Sliced* freezer.
- When the fryer timer goes off, press “start/stop” to shut it off.
- Pull the fryer basket of chicken out of the fryer.
- Check the chicken to make sure that it has an internal temperature of 165 degrees. If it is below 165 degrees put it back into the fryer, but keep an eye on it. You don’t want it to over cook.

If the chicken is fully cooked, pour it into the back 1/3 pan of hot well 2, then place the metal lid on top of it.
PREPARING LO MEIN

- The following instructions will help you prepare lo mein.
- Turn on 4 burners of the stove as mentioned in the “Turning on the Equipment” section.
- Place the deep square oven pan onto the burners.
- Place 1/2 cup oil in the sauce pan to coat the entire bottom of pan let it come to a simmer. The oil is located on the top shelf of the shelving on the west wall. (on the spice shelves)
- Take 2 TBSP of chopped garlic in sauce pan. The garlic will be located in #1 fridge in a small 32 oz plastic container.
- Pour the deep 1/6 pans of carrots, white onion and mushrooms into the deep square stove pan.
- After the veggies are sautéed, pour the large container of lo mein noodles into the pan. Noodles are located in the Fridge #1.
- Grab container of sweet and spicy Plum sauce from underneath the counter in the Teriyaki area, and pour the whole container into the pan.
- Use the large wooden spatulas to mix the lo mein sauce, noodles, and veggies.
- Let the lo mein cook until heated to 165 degrees, and turn off oven.
- Use a large white scoop in the back to get the lo mein out of the stove pan and into the deep hotel pan.
- After you have emptied the stove pan, move the deep hotel pan back to Hot Well 1 in Teriyaki area, and place the lid and tongs on top of it.
PREPARING BOWLS

The following instructions will help you prepare the different bowls for the Teriyaki Bull area. Cover each finished bowl with a lid then place them into the Grab n’ Go warmer.

**LO MEIN BOWL**
- 2 full tongs of Lo Mein
- 45 min max hold time

**CHICKEN LO MEIN BOWL**
- 2 grey scoops of Lo Mein
- 1 grey scoop chicken
- 45 min max hold time

**TERIYAKI BOWL**
- 2 rice scoops of rice in a bowl (till rice is level with bowl)
- 1 grey scoop of chicken
- 1 4 oz. scoop of teriyaki sauce
- 45 mins max hold time

**SWEET AND SPICY BOWL**
- 2 rice scoops of rice in a bowl (till rice is level with bowl)
- 1 grey scoop of chicken
- 4 oz. of sweet and spicy sauce (by the sauce warmer)
- Heat in the microwave by pressing “4”
- 45 mins max hold time
ORANGE CHICKEN BOWL
2 rice scoops of rice in bowl (till rice is level with bowl)
1 grey scoop of chicken
1 4 oz. scoop of orange sauce
Sprinkle of sesame seeds
20 mins max hold time

VEGETABLE BOWL
2 rice scoops of rice in a bowl (till rice is level with bowl)
1 grey scoop of vegetables
Heat in microwave by pressing “4”
1 4 oz. scoop of teriyaki sauce
45 mins max hold time

RICE BOWL (ONLY MAKE IF REQUESTED)
2 rice scoops of rice in a bowl (till rice is level with bowl)
1 4 oz. scoop of teriyaki sauce

HOLD TIMES USING LABEL MACHINE
The Label machine can be found by the Back Grill. 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 bowls on the top of their containers, labeling them before placing them into the warmer.
To find the buttons for Teriyaki, navigate to the Operations section, then to the Teriyaki/Back Grill Menu. All items should be on this page. Simply press the button for the needed label, enter the amount made and press enter. Labels will print on the left side. Remove sticker and place on container lid.
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, and record waste on waste log.
Hourly Duties

HOURLY DUTIES

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 what is included in the Teriyaki Bull Hourly Checklist.

Stock food and supplies (See stocking List)

Sanitize counters: This includes both the prep counter and the serving counter.

Clean and wipe down steamer: This includes wiping down the inside and outside with a sani-rag.

Stock Teriyaki condiments: Make sure there is portioned cups of teriyaki, sweet and spicy, and orange sauce. There should be one full blue lid container of each kind of sauce at all times, stored underneath the serving warmer.

Wipe down rice bowl warmer: Use a sani-rag to clean outside of rice bowl warmer.

Wipe down wall and window counter: Wipe down the wall next to the microwaves, the back wall behind rice warmers and meat and vegetable warmers using a sani-rag. Wipe down the window counter using a sani-rag.

Empty garbages: Take out full garbage bags to the dumpster, and put a new bag in the trash can.

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

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

Wipe out inside of microwaves: Using a sani rag, wipe out any food or sauce in the microwave, top and walls and the bottom. Wipe down microwave handles as well.

Temp logs: using thermometer, temp all items on the temp log list.

Wipe down prep table next to steamer: Use sani-rag to clean the prep table next to steamer, removing anything on top and wiping the entire table down.
<table>
<thead>
<tr>
<th>Hourly Duties</th>
<th>11:30am</th>
<th>1:00 pm</th>
<th>2:30 pm</th>
</tr>
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<tbody>
<tr>
<td>Teriyaki Checklist</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Stock according to stocking list</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Sanitize counters</td>
<td>✔️</td>
<td>✔️</td>
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</tr>
<tr>
<td>Clean and wipe down steamer</td>
<td>✔️</td>
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<td>✔️</td>
</tr>
<tr>
<td>Stock Teriyaki Condiments</td>
<td>✔️</td>
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<td>✔️</td>
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<tr>
<td>Wipe down rice bowl warmer</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Wipe down wall and window counter</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
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<tr>
<td>Empty garbage can</td>
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<td>✔️</td>
<td>✔️</td>
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<tr>
<td>Break down and take out any boxes</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Sweep area including under tables</td>
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<td>✔️</td>
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<tr>
<td>Wipe out inside of microwaves</td>
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<tr>
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</tr>
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</table>

All employees must complete and initial each task before they can clock-out for their shift.
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 Teriyaki Bull area.

**Stock everything:** Any extra teriyaki chicken, veggies, green onions, sauces, and rice should be placed into fresh containers, covered, and then put into the In B’tween fridge. Any extra orange chicken or lo mein should be thrown away.

**Wipe out microwaves:** Wipe out inside and outside and on top of microwave using hot soapy water, then a clean sani-rag.

**Sanitize all counters and cupboards:** Use hot soapy water to wipe down all prep and serving counters, then wipe with sani-rag.

**Unplug rice warmers and wipe out:** After removing rice warmer containers, use hot soapy water to wipe out the inside and outside of warmer, removing loose rice, then wipe with sani-rag.

**Sanitize inside and out of steamer:** Wipe down with a sani rag, both inside and outside, then clean outside with stainless steel polish.

**Turn off and empty the Hot Wells, warmers, and drop-in coolers and wipe out:** Drain all water from the Hot Wells by twisting the knob underneath the drop-in cooler counterclockwise. The switch for the drop-in cooler is also under the drop-in cooler and it is hidden towards the back. Drain the hot wells and empty bucket into large metal sink, turn of the cooler switch and wipe out both with a sani-rag.

**Breakdown all cardboard boxes and take to recycle container**

**Plastic wrap all vegetables:** Make sure all extra vegetables are covered and place them in the teriyaki fridge in the hall.

**Place Teriyaki chicken in blue lid containers:** Place excess teriyaki chicken in containers and place in teriyaki fridge in hall.

**Throw out remaining orange chicken and Lo Mein and record on waste log.**

**Sweep and mop including under counters and next to fryer**

**Empty the garbages and replace liner**

**Get checked off by a manager**
## Closing Duties

<table>
<thead>
<tr>
<th>Teriyaki Closing Checklist</th>
<th>Manager’s initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stock according to stocking list</td>
<td></td>
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<tr>
<td>Wipe out microwaves</td>
<td></td>
</tr>
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<tr>
<td>Get checked off by a manager</td>
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</tbody>
</table>

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

- Floor Underneath Cooler: Sweep underneath cooler (may be necessary to get on hands and knees and reach underneath with a broom). Get all debris underneath the cooler, and then mop with degreaser.
- Metal Shelves under Warmers and Microwaves: Pull off all items on shelves. Clean shelves with hot, soapy water, and then polish with stainless steel cleaner. Replace all items in an organized way.
- Shelves Underneath Grab N Go: Pull off all items on the shelves underneath the Grab N Go warmer. Clean the shelves with hot, soapy water, and then sanitize them. Be sure to clean off any spills and stains. Polish the shelves with stainless steel cleaner. Replace all items in an organized way.
- Steamer: With a clean sani-rag, scrub the outside of the steamer, including the doors, the shelves underneath the doors, the sides, and the top. Polish the outside with stainless steel cleaner.
- Shelves Above Make Table: Pull off all items on the shelves above the make table. Scrub the shelves with hot, soapy water, and then sanitize with a clean sani-rag. Polish the shelves with stainless steel cleaner. Replace all items in an organized way.
<table>
<thead>
<tr>
<th>Teriyaki Deep Cleaning Checklist</th>
<th>Employee Initials</th>
<th>Manager’s Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Floor Underneath Cooler</td>
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