

# CINZZETTI'S



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**Italian Market Restaurant**

# Welcome to the Cinzzettis Family!

Before we begin, let us take a moment to explain what makes Cinzzetti's different from the rest:

*We are a single price restaurant with a market place style display kitchen that includes 14 exhibition food stations offering classic Italian food specialties such as pasta, pizza, seafood, salads and rotisserie chicken. You select from foods being prepared in front of you. We have a bakery serving freshly baked breads, homemade desserts and Italian gelato. We also offer a full bar & wine selection and complete table service by our friendly wait staff.*

The first step is to make sure all of the following paper work is complete:

- I-9
- Employee Information Sheet
- Alcohol Awareness
- Insurance Enrollment
- Tip Declaration and Clocking out
- W-4
- Sexual Harassment Policy
- Safety policy
- Employment "At Will" agreement
- Non-Disclosure form

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## The Three Phases of Training

### Day One

1. **Safety and Sanitation:** The first day will begin with a video on sanitation. The discussion on safety and sanitation will continue as you take a tour of our restaurant and see some examples of how we implement safety and sanitation into everyday life here at Cinzzetti's. You will then begin focusing on a specific station in which you will shadow a trainer as he/she opens a station for business. You will get a chance to watch and taste each item with a trainer.

### Day Two

2. **Shadow a Trainer:** Once you have a foundation of safety and sanitation, day two is centered on learning how to prepare the specific items in your area. Therefore, your focus throughout the shift should be on execution of recipes while implementing the highest safety and sanitation practices.

### Day Three

3. **Being Shadowed by a Trainer:** Your final day of training will be your chance to show us what you have learned. You will open your station by yourself, prepare every dish for a manager to taste, run the station by yourself (though with a trainer always in an arm's reach) and close it down. You will finish the day with a recipe test on your station and a safety/sanitation quiz.

**The Store Tour:** Cinzzetti's is a very large place so it is important to know where everything is. Some of the more pertinent points in the restaurant are the following:

- Fire Exits
- Service bar
- Piazza
- Office
- Dish room
- Back No-build
- Dry storage
- Walk-in
- Restrooms
- Ice machines
- Server stations
- Trash Compactor

**Our Look:** It is imperative that we not only act but also look professional. The uniform for our cooks includes the following:  
A pair of Chef pants provided to you at cost; we deduct the money from your paycheck for pants or any items purchased.  
A white t-shirt with a clean Chef coat; we provide the Chef coats for you; we charge you a \$.75 daily cleaning fee so you can be certain that every moment of the day you have a clean Chef coat waiting for you. A Chef hat is also provided to you at cost. Finally a pair of black leather, slip proof shoes should be worn at all times. No excessive jewelry, nail polish or perfume should be worn. Hairstyles should be neat and well groomed. Men should be *clean shaven* before each shift. If there is any confusion regarding our uniform standards, see a manager for details and approval of your uniform.

**FOH Etiquette:** When we are in the guests' room it is show time. Always be aware of your actions and remember that *someone* can see your actions and expressions at all times. Always use appropriate language (whether in English or Spanish). While we want to have fun, we do not want to make a guest feel that they are an intrusion or offend them. The guest is to be the center of attention at all times. When a guest is approaching you, stop conversation and focus on them. If nothing else a warm smile will let them know that you are glad they are here. Please be aware of contact with fellow staff-members which some might find offensive—like hugs or rubbing of shoulders.

**Safety & Sanitation:** You will quickly learn that safety and sanitation is our number one concern here at Cinzzetti's. Whether it's concerning a guest or an employee, safety always comes first. We expect you to not only work safe and smart, but we also expect you to inform management of any hazardous situations you witness or foresee.

**Cut Gloves:** We have disposable cut gloves, which should be worn by all

employees whenever using knife—there are no exceptions.

**Sexual Harassment:**

Cinzzetti's believes that each employee has the right to a work environment that is free from sexual harassment. Therefore, Cinzzetti's forbids any subtle or explicit sexual advances, and any form of verbal, physical, or visual conduct, which is sexual in nature. Behavior which may seem innocent such as, but not limited to, sexual jokes, name calling, or physical signs of affection are considered sexual harassment. Any behavior which creates a hostile, intimidating, or offensive environment may be grounds for immediate termination. All complaints and allegations will be considered a top priority and handled immediately. The respect and privacy of all parties involved shall be handled with the highest confidentiality.

**Food & Beverages:**

While other restaurants might charge you to eat or drink when you are working, we do not. However, we do have strict rules on when, where and what you can eat and drink. First off, glasses are never allowed on line or in the back kitchen. If you are thirsty during your shift, there are cone cups located at each server station. We do allow you to bring from home a plastic cup with a lid to bring on the line.

Employees are allowed to eat after we close for lunch and after dinner. However, it is a restricted menu which includes salad (house or Caesar), pizza and pasta. Finally you should never eat while you are clocked in or in a dining room with other guests.

**Guest Feedback:**

You should be constantly interacting with the guests. As a result of this, you will from time to time get some feedback from the guests about the food or the restaurant as a whole. Pass any feedback on to a manager ASAP.

**Smoking:**

Cinzzetti's is a smoke free environment.

You're ready to begin. We hope you are as excited as we are. Remember that all we expect during your training is that you have a positive attitude and learn. Once training is completed then you can show us your stuff! Apply the Four Points of Success to everything you do, work hard, and finally...HAVE FUN!

"If you think you can, or think you can't, you're probably right."

Mark Twain

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## Day One—"Safety & Sanitation"

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|-----|--------------------------|--------------------------|--|
| 1.  | <input type="checkbox"/> | <input type="checkbox"/> | Clock-in/Clock-out   |
| 2.  | <input type="checkbox"/> | <input type="checkbox"/> | Orientation with a trainer; go over the kitchen & employee handbooks   |
| 3.  | <input type="checkbox"/> | <input type="checkbox"/> | Uniform check  |
| 4.  | <input type="checkbox"/> | <input type="checkbox"/> | Review the three phases of training, the corresponding objectives & tests  |
| 5.  | <input type="checkbox"/> | <input type="checkbox"/> | Watch the sanitation video   |
| 6.  | <input type="checkbox"/> | <input type="checkbox"/> | Store Tour: Concentrate on examples of HACCP   |
| 7.  | <input type="checkbox"/> | <input type="checkbox"/> | Discuss the main points of the video w/ a trainer<br>(Specifically, danger zone, food born illness, cross-contamination) |
| 8.  | <input type="checkbox"/> | <input type="checkbox"/> | Learn how to calibrate a thermometer   |
| 9.  | <input type="checkbox"/> | <input type="checkbox"/> | Watch while the trainer sets up the station  |
| 10. | <input type="checkbox"/> | <input type="checkbox"/> | Begin learning what items need to be prepped   |
| 11. | <input type="checkbox"/> | <input type="checkbox"/> | Do a quality check with a manager  |
| 12. | <input type="checkbox"/> | <input type="checkbox"/> | Shadow the trainer throughout the shift  |
| 13. | <input type="checkbox"/> | <input type="checkbox"/> | Watch and help breakdown the station   |
| 14. | <input type="checkbox"/> | <input type="checkbox"/> | Wrap up with a manager   |

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**Safety:** First and foremost, all accidents must be reported to management regardless of whether the employee wants to seek medical attention or not (e.g. if you slipped on a wet floor but do not need medical attention, it is still your responsibility to notify a manager of the incident).

- Always help to maintain a clean work environment. Pick up any food or debris found on the floor. Always use a broom and a dustpan to clean up broken glass.
- When lifting anything, be sure to always lift with your legs to help prevent injury. Always get help with heavy objects.
- Horseplay is prohibited.
- Know where the MSDS book is located.
- Cut gloves are to be worn whenever you handle a knife.
- Never operate a piece of equipment w/out being properly trained by a manager or a certified trainer.
- You must turn off and unplug any piece of equipment before you clean it.
- Use the appropriate tool for the job (e.g. a knife shouldn't be substituted for a scrub brush)
- Your towel is your friend, always use a towel to handle hot objects.
- Keep walkways clean and clear at all times.
- Always have the correct footwear.

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## 1. HACCP

HACCP stands for *Hazard Analysis Critical Control Points*. It is a dynamic process that uses a combination of proper food handling procedures, monitoring techniques, and record keeping to help ensure food safety. More specifically, the HACCP system is based on the idea that if biological, chemical, or physical hazards are identified at specific points within the flow of food, they can be prevented, eliminated, or reduced to safe levels. Among other things, a HACCP system should help with the following:

- Identify the foods and procedures that are most likely to cause food borne illness.
- Develop procedures that will reduce the risk of a food borne-illness outbreak.
- Monitor procedures to keep food safe.
- Verify that the food you serve is consistently safe.

But before we move on, a few things should be covered:

### **Food borne illness**

A Food borne illness is a disease that is carried or transmitted to people by food.

The following are the most commonly reported causes of food borne illnesses.

- Failure to properly cool foods
- Failure to cook and hold foods at the proper temperature
- Poor personal hygiene

Thus, it goes without saying that these are three areas of main concern here at Cinzetti's.

### **Potentially hazardous foods**

They include but are not limited to seafood, meat (beef, pork, lamb), poultry milk and milk products, cooked rice, garlic and oil mixtures, baked potatoes, sliced melons and shell eggs.

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## 2. The Contamination of Food

Food becomes contaminated by the presence of harmful substances not originally present in the food. Some food-safety hazards occur naturally while others are introduced by humans or the environment.

### **Physical Contamination**

Physical Contamination occurs from the accidental introduction of foreign objects into food. Some examples of these are fingernails, jewelry or metal shavings from a can.

### **Cross-contamination**

Cross-contamination, however, occurs when microorganisms are transferred from one surface or food to another.

### **Poor Personal Hygiene**

It is often overlooked that individuals with unacceptable personal hygiene are able to not only offend customers, but also contaminate food or food-contact surfaces, and cause illnesses. Common factors

that have resulted in food borne illness include the following:

- Employees who fail to properly wash their hands after using the restroom or whenever necessary
- Employees who cough or sneeze on food
- Employees who touch or scratch sores, cuts or boils and then touch food they are preparing or serving.

**Microorganisms** Small, living organisms that can be seen only with the aid of a microscope. The four types of microorganisms that can contaminate food and cause food borne illness are bacteria, viruses, parasites, and fungi.

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### 3. Temperature Control

**Danger Zone:** The temperature range between 41°F and 140°F within which most bacteria grow and reproduce.

**Do's**

Stir Foods at regular intervals

Keep food covered

Measure Internal Temps every 30 minutes

**Don'ts**

Never use hot-holding equipment to reheat foods.

Never combine old food w/ new food

**Critical Temps**

<b>Poultry</b>	165°F (74°C) for 15 sec.
<b>Ground Beef/Pork</b>	155°F (68°C) for 15 sec.
<b>Pork</b>	145°F (63°C) for 15 sec.
<b>Fish</b>	145°F (63°C) for 15 sec.
<b>Seafood</b>	145°F (68°C) for 15 sec.
<b>Vegetables</b>	140°F(68°C) for 15 sec.

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### 4. Sanitation

**Sanitizer  
(Pro-quat)**

A liquid used to lower the number of microorganisms on the surface of the skin. Hand sanitizers should be used after proper hand washing, not in place of it.

**Latex Gloves**

If used, gloves must never be used in place of hand washing. Food



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# Pasta Station

**Purpose:** Our pasta station is one of the most challenging stations to work at Cinzzetti's. There are a number of reasons for this. For one it is one of our show-case stations, that is, it stands out in the front of everyone so you will find that you are being observed from the moment you walk in door. You are in charge of setting up the station (which involves among other things, prepping certain items, and cooking all of the pasta), running the station throughout lunch or dinner which involves anywhere from 5-10 different dishes, and breaking the station down.

By now you have gotten a chance to see the videos on Food Safety and Sanitation. We expect you to carry this information throughout your training by implementing what you have learned into your day to day working.

## Daily Tasks

Your average day (whether you are a AM or PM cook) will consist of the following tasks. This is by no means exhaustive:

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|--------------------------|--|
| <b>1. Clock in:</b>      | Always according to the schedule   |
| <b>2. Line up:</b>       | Meet w/ other staff & management   |
| <b>3. Setup:</b>         | Set your station up for the day  |
| <b>4. Prep:</b>          | AM cooks do the majority of the prep for the day but it's every cooks responsibility to be aware of what needs to be prepped when setting up the station (e.g. are we low on sautéed mushrooms?).                              |
| <b>5. Run the shift:</b> | Run the station throughout the shift ensuring that the food remains fresh and appealing (i.e. out of the danger zone, executed according to the recipe, and visually appealing).   |
| <b>6. Breakdown:</b>     | As the shift begins to end (usually an hour before we stop seating) you should begin cleaning & breaking down your station. AM cooks will have very little to breakdown but are still responsible for leaving a clean station. |
| <b>7. Checkout:</b>      | You will always checkout with a manager before you leave.  |
| <b>8. Clock out:</b>     | As soon as you are checked out   |

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## 1. Set-up

Setting up your station correctly and in a timely manner is imperative. The success of a shift often depends on this. From the moment you walk in the door, we like to see you doing everything in your power to ensure a wonderful shift and setting up your station is just the beginning. You will work with a trainer today setting up the station correctly, but be aware that the following shift you will be expected to be able to do this by yourself.

### Utensils

The following are not an extensive list, but an overall glimpse of some of the utensils you will need to run the pasta station efficiently and effectively.

- Spaghetti fork
- Spoodles
- Serving Spoons: you should begin a shift with at least two spoons for every dish; it is imperative that these are changed throughout a shift.
- Ladles
- Measuring spoons
- Spatulas
- Cutting board: be sure to have the correct cutting board for the job at hand; that is, we have 3 different color cutting boards

### Pots & Pans

- The number of paella pans (round stainless steel bowls) needed for a shift will depend on the number of pastas being served; however, generally you should strive to stock the station with every clean pan.
- The copper pans should be used on during dinner
- The meatballs need to be served in a big pan
- A double boiler should be set-up to heat the marinara
- Two full sized hotel pans are needed for the steam tables

### Product

- Pasta: depends on the POD but anywhere from 4 -10 different pastas are needed each shift
- Sauce: the main sauces we use are marinara, Alf redo, chicken stock
- Ingredients: cheese, vegetables, butter, parsley, etc...

Dangerous Foods @ the Pasta Station	
• Sausage	• Chicken stock
• Chicken	• Meatballs

## 2. Prep & Recipes

Today you will simply watch as things are being made. This should provide you with the big picture before diving right in.

### Cooking Pasta

Everyday you should have pasta to prep. It is imperative that you follow the correct cooking procedure.

Ingredient	Quantity	Measure
Boiling water		
Pasta	10	Lbs
Canola oil	8	Oz.
Kosher salt	2	Oz.
Type of pasta time	Cook	
Spaghetti	8	minutes
Rotini	8	minutes
Rigatoni	12	minutes
Gemelli		minutes
Radiator	5	minutes
Shell pasta		minutes
Cavatappi	5	minutes
Gnocchi	3	minutes
Farfalle	6	minutes
Tubetti	5	minutes
Cavatapi for salad	13	minutes
Gemelli for salad	28	minutes
Penne (for pasta salad)*	20	minutes

### Daily Prep

As our recipes change, so will your prep list. Below list the different items the pasta cook is responsible for prepping himself. During the next three days you should get an opportunity to prep most of these items at least once.

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**Pasta of the Day**

Pasta del Giorno translates as “Pasta of the day” (POD). Every few days we change the POD; this enables us to not only offer our guests something new, but it enables us to work on new recipes and utilize excess food. Nonetheless, it is your responsibility to find out at the beginning of your shift what the POD is and prep accordingly.

**Pastas**

List the names of the five dishes served at lunch:

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List the names of the four other dishes served at dinner:

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**3. Execution**

You should spend most of this first day watching your trainer demonstrate to you the proper execution of each recipe. Before the shift starts, the trainer will make every item with you for the K.M. to try at the first quality check.

- Take a moment with the trainer to learn how to use a thermometer properly and how to calibrate one.

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## 4. Wrap-up

Congratulations, you have finished your first day of training at Cinzzetti's. You should be walking a way from today with a basic understanding of the following:

- |                                     |  |
|-------------------------------------|--|
| ▪ Pasta of the Day                  | ▪ The Danger Zone                          |
| ▪ The daily tasks of the pasta cook | ▪ Cross-Contamination                      |
| ▪ Safety @ Cinzzetti's              | ▪ Dangerous foods                          |
| ▪ Sanitation                        | ▪ Ingredients of three dishes              |
| ▪ How to calibrate a thermometer    | ▪ Basic understanding of how to cook pasta |

**Day One Checkout w/ Management:** Before you leave, you will need to sit down with the K.M. and complete the following verbally—it is important that you take this seriously b/c you will need to know the answers of these questions to pass the final test

✓ **KM**

1.  Tell the K.M. what the Danger Zone is and why it is important
2.  Tell the K.M. 4 times that you should wash your hands
3.  Tell the K.M. what cross-contamination is and give two examples
4.  Tell the K.M. when you should wear a cut-glove
5.  Name the potentially dangerous foods at the pasta station
6.  What are the critical temperatures for poultry, sausage, and ground beef?
7.  What is a quality check, when are they done and why are they important?
8.  Name five of the dishes in the Pasta station
9.  Verbally list the ingredients in three of the dishes
10.  What is Cinzzetti's policy on drinking a beverage (soda or water) during work?
11.  Do you have any questions about your training so far?
12.  What tests are you going to take, when are you going to take them and what are they going to cover?

K.M.s notes and feedback:

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Trainers initials: \_\_\_\_\_ Trainee's initials: \_\_\_\_\_ Managers initials: \_\_\_\_\_

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## Day Two—"Shadow your trainer"

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|-----|--------------------------|--------------------------|---|
| 1.  | <input type="checkbox"/> | <input type="checkbox"/> | Clock-in  |
| 2.  | <input type="checkbox"/> | <input type="checkbox"/> | Uniform check   |
| 3.  | <input type="checkbox"/> | <input type="checkbox"/> | Line Up   |
| 4.  | <input type="checkbox"/> | <input type="checkbox"/> | Review Key Points from day one  |
| 5.  | <input type="checkbox"/> | <input type="checkbox"/> | Help the trainer set-up the pasta station: 1qafdce next day of training you'll be expected to do it by yourself |
| 6.  | <input type="checkbox"/> | <input type="checkbox"/> | Shadow the trainer as he/she preps for the shift  |
| 7.  | <input type="checkbox"/> | <input type="checkbox"/> | Go over the different steps to cooking pasta  |
| 8.  | <input type="checkbox"/> | <input type="checkbox"/> | Make everyone of the dishes for a manager to try <i>before</i> the 1 <sup>st</sup> quality check                |
| 9.  | <input type="checkbox"/> | <input type="checkbox"/> | Discuss the purpose of the quality check and when they are completed  |
| 10. | <input type="checkbox"/> | <input type="checkbox"/> | Watch the trainer run the station for the first hour: read the recipes and take notes as needed                 |
| 11. | <input type="checkbox"/> | <input type="checkbox"/> | Begin to get some hands on time during the last hour or two of the shift  |
| 12. | <input type="checkbox"/> | <input type="checkbox"/> | Breakdown the station with your trainer   |
| 13. | <input type="checkbox"/> | <input type="checkbox"/> | Wrap up with a manager  |

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**Review:** go over the following questions from day one with your trainer

### **Safety**

- When do you wear a cut glove? What are the exceptions?
- What should you do if you slip and fall?
- What does HACCP mean?

### **Sanitation**

- What's cross-contamination and how can it be prevented? What did past places of employment do to prevent it?
- What's physical contamination? Name example from a previous place you worked.
- How can personal hygiene affect food?

### **Temperatures**

- What's the danger zone?
- What temperature should sauces be warmed to?
- What is the point of an ice bath?

## Critical Temps

<b>Poultry</b>	<b>165°F (74°C)</b> for 15 sec.
<b>Ground Beef/Pork</b>	<b>155°F (68°C)</b> for 15 sec.
<b>Pork</b>	<b>145°F (63°C)</b> for 15 sec.
<b>Fish</b>	<b>145°F (63°C)</b> for 15 sec.
<b>Seafood</b>	<b>145°F (68°C)</b> for 15 sec.
<b>Vegetables</b>	<b>140°F(68°C)</b> for 15 sec.

**Purpose:** The first day of training focused primarily on safety and sanitation. The second day of training review the key points of safety and sanitation while getting a solid grasp on the recipes and the execution of the food. While we want to see you begin to get your feet wet and get some hands on experience, we also want you to spend the first half of the shift watching the trainer as he demonstrates the proper techniques and habits. However, people learn best by doing so we do expect to see you begin making items as the shift goes on w/ the trainer giving you feedback along the way. Keep in mind that you will be expected to essentially run the shift by yourself (with the trainers supervision of course) on your third and final day of training.

## 2. Set-up

You should try to do this by yourself based on your past experiences at other restaurants and your first day of training. To make it a little easier be sure to utilize the following checklist and make any notes—**don't be afraid to ask questions along the way!**

### Utensils

- |  |
|--|
| <input type="checkbox"/> Spaghetti fork<br><input type="checkbox"/> Spoodles<br><input type="checkbox"/> Serving Spoons<br><input type="checkbox"/> Ladles<br><input type="checkbox"/> Measuring spoons<br><input type="checkbox"/> Spatulas<br><input type="checkbox"/> Cutting board |
|--|

Notes

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### POTS & PANS

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|---|
| <input type="checkbox"/> Silver pans<br><input type="checkbox"/> Copper pans<br><input type="checkbox"/> Meatball pan<br><input type="checkbox"/> A double boiler<br><input type="checkbox"/> 2 full sized hotel pans |
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Notes

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Notes

PRODUCT

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|--|
| <input type="checkbox"/> Pasta                                 |
| <input type="checkbox"/> Marinara                              |
| <input type="checkbox"/> Alfredo                               |
| <input type="checkbox"/> Chicken Stock                         |
| <input type="checkbox"/> Ingredients (e.g. cheese, vegetables) |

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W/ the trainer list what items not listed above you will need to get (e.g. butter?...) to set up the station.

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BE CAREFUL!

<b>Dangerous Foods @ the Pasta Station</b>	
<ul style="list-style-type: none"><li>▪ Sausage</li><li>▪ Chicken</li><li>▪ Chicken stock</li><li>▪ Meatballs</li></ul>	<p><b><i>Don't ever forget about how dangerous these items can be</i></b></p>

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## 2. Recipes

### Prep

With your trainer, list any items that will need to be prepped for the shift. Check the box once they are completed.

<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

### Pasta of the Day (POD)

Write down the POD:

\_\_\_\_\_

### Pastas

List the names of the five dishes served at lunch; check each box once you have made each item with the trainer:

<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

List the names of the four other dishes served at dinner; check each box once you have made each item with the trainer:

<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

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### 3. Execution

Once we are open you should spend the first hour watching the trainer and reviewing the recipes. After that you should spend the remaining couple of hours by making each dish as needed by following the recipe. This is the time that the trainer can give you direct feedback. But before we open for business, you will get a chance to make every item with the trainer for the K.M. to try at the first quality check. Be sure to pay attention because you will have to do this for the manager on the next and final day of training.

***Throughout the shift be aware of the following:***

- The Danger zone
- Dangerous Foods
- Sanitation: Do you have a sanitation bucket handy
- Temperatures: Do you have a thermometer?
- Personal hygiene

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### 4. Breakdown

As your trainer should have briefly touched on during your first day of training, employees should begin to break down their station approximately an hour before we close for business. There are always exceptions to this and business will always dictate whether this is practical or not. It is a fine line between breaking down too early (where our guests feels like they are intruding and/or the food is suffering) vs. breaking down too late (in which we find too much time wasted). Your management team will help you find a happy medium.

While breaking down, rely on your past experiences closing down other restaurants. However, don't forget that here at Cinzzetti's we do everything better so be sure to leave your station clean, product wrapped and labeled and any necessary equipment turned off.

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### 5. Wrap-up

Congratulations, you have finished your second day of training at Cinzzetti's. You should be walking a way from today with a basic understanding of the following:

- What's cross-contamination
- Sanitation
- How to calibrate a thermometer
- What's Pasta of the day
- The daily tasks of the pasta cook
- What's the danger zone
- Safety @ Cinzzetti's
- Dangerous foods at the pasta station
- What pastas are served at the pasta station
- How to cook pasta

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**Day Two Checkout w/ Management:** Before you leave, you will need to sit down with the K.M. and complete the following verbally—it is important that you take this seriously b/c you will need to know the answers of these questions to pass the final test

✓ **KM**

**Day Two Checkout w/ Management**

- 13.  Name the five different dishes served at lunch @ the pasta station
- 14.  Name the additional four dishes served at lunch @ the pasta station
- 15.  Name two instances that you noticed cross-contamination throughout your shift
- 16.  Name any critical temperatures for highly dangerous foods at the pasta station
- 17.  Name the ingredients in the following two dishes: 1. \_\_\_\_\_  
2. \_\_\_\_\_ 3. \_\_\_\_\_
- 18.  What does Pasta Del Giorno mean and why is it important?
- 19.  What is a quality check, when are they done and why are they important?
- 20.  What is Cinzzetti's policy on phone calls?
- 21.  Verbally list the ingredients in three of the dishes
- 22.  What should you do if you are running five minutes late?
- 23.  Do you have any questions about your training so far?
- 24.  What tests are you going to take, when are you going to take them and what are they going to cover?

K.M.s notes and feedback:

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Trainers initials: \_\_\_\_\_ Trainee's initials: \_\_\_\_\_ Managers initials: \_\_\_\_\_

## Day Three—"Flying Solo"

- |     | T                        | M                        |   |
|-----|--------------------------|--------------------------|---|
| 1.  | <input type="checkbox"/> | <input type="checkbox"/> | Clock-in  |
| 2.  | <input type="checkbox"/> | <input type="checkbox"/> | Uniform check   |
| 3.  | <input type="checkbox"/> | <input type="checkbox"/> | Line Up   |
| 4.  | <input type="checkbox"/> | <input type="checkbox"/> | Review Key Points from day two  |
| 5.  | <input type="checkbox"/> | <input type="checkbox"/> | Set up the Pasta Station  |
| 6.  | <input type="checkbox"/> | <input type="checkbox"/> | Follow the Prep list & prep any other items needed to run the shift                       |
| 7.  | <input type="checkbox"/> | <input type="checkbox"/> | Cook Pasta  |
| 8.  | <input type="checkbox"/> | <input type="checkbox"/> | Make everyone of the dishes for a manager <i>before</i> the 1 <sup>st</sup> quality check |
| 9.  | <input type="checkbox"/> | <input type="checkbox"/> | Run the station throughout the shift  |
| 10. | <input type="checkbox"/> | <input type="checkbox"/> | Breakdown the station   |
| 11. | <input type="checkbox"/> | <input type="checkbox"/> | Take Safety and Sanitation Quiz   |
| 12. | <input type="checkbox"/> | <input type="checkbox"/> | Wrap up with a manager  |

Review: go over the following questions from day one with your trainer

### Safety

- When do you wear a cut glove? What are the exceptions?
- What should you do if you slip and fall?
- What does HACCP mean?

### Sanitation

- What's cross-contamination and how can it be prevented? What did past places of employment do to prevent it?
- What's physical contamination? Name one example from a previous place you worked.
- How can personal hygiene affect food?

### Temps.

- What's the danger zone?
- What temperature should sauces be warmed to?
- What is the point of an ice bath?

### Critical Temps

<b>Poultry</b>	<b>165°F (74°C) for 15 sec.</b>
<b>Ground Beef/Pork</b>	<b>155°F (68°C) for 15 sec.</b>
<b>Pork</b>	<b>145°F (63°C) for 15 sec.</b>
<b>Fish/Seafood</b>	<b>145°F (63°C) for 15 sec.</b>
<b>Vegetables</b>	<b>140°F (68°C) for 15 sec.</b>

**Purpose:** The purpose of the final of training is to get a chance for you to show us what you have learned and whether or not more training is needed. The following is the same list from day one that breaks down the main points of each day.

**Clock in:** Always according to the schedule

**Line up:** Meet w/ other staff & management

**Setup:** Set your station up for the day

**Prep:** AM cooks do the majority of the prep for the day but it's every cooks responsibility to be aware of what needs to be prepped when setting up the station (e.g. are we low on sautéed mushrooms?).

**1<sup>st</sup> Quality Check:** **One on One Quality Check w/ the K.M.**

**Run the shift:** Run the station throughout the shift ensuring that the food remains fresh and appealing (i.e. out of the danger zone, executed according to the recipe, and visually appealing).

**Cleanup, Breakdown:** As the shift begins to end (usually an hour before we stop seating) you should begin cleaning & breaking down your station. AM cooks will have very little to breakdown but are still responsible for leaving a clean station.

**Quiz** Safety and Sanitation Quiz

**Checkout:** You will always checkout with a manager before you leave.

**Clock out:** As soon as you are checked out

#### **Dangerous Foods @ the Pasta Station**

- Sausage
  - Chicken
  - Chicken stock
  - Meatballs
- Don't ever forget about how dangerous these items can be***



- The Danger zone
- Dangerous Foods
- Sanitation: Do you have a sanitation bucket handy
- Temperatures: Do you have a thermometer?
- Personal hygiene

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**Day Three Checkout w/ Management:** Before you leave, you will need to sit down with the K.M. and complete the following verbally—it is important that you take this seriously b/c you will need to know the answers of these questions to pass the final test

✓ **KM** **Day Three Checkout w/ Management**

25.  Tell the K.M. the ingredients and amounts of each ingredient in the following dishes:

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- 2.  What is the Pasta of the Day and how often does it change?
- 3.  What should you do if a guest asks for some spaghetti with no sauce?
- 4.  What pasta dishes are vegetarian?
- 5.  What is the correct procedure for cooking meatballs?
- 6.  Describe the different steps to cooking pasta?
- 7.  What items are allowed to go into the pasta cooker?

K.M.s notes and feedback:

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Trainers initials: \_\_\_\_\_ Trainee's initials: \_\_\_\_\_ Managers initials: \_\_\_\_\_