



MANAGEMENT – OPEN CHANGEOVER MIDDLE & BACK

Set up

- Employee should wear neat clean full uniform, name badge, hat with hairnet (Apron when in the kitchen).
- Set up Cloths along with Sanitiser and any other cleaning chemicals for the day/shift.
- Begin the fire up of the equipment, turn on the grill, set up the oven and the Pressure Fryers
- Fill the water in the Holding cabinet and heated drawers, turn on and wait until heated, this can often take 30-40 minutes.
- Check the oil levels on all equipment and top up as required to the correct fill line.
- Whilst the equipment is heating, begin to reach out the items for the burger station.
- Lettuce, onion, tomato, and cheese should be reached out, potted and given a 4-hour shelf life.
- Sauces opened including tubs in the chiller should be given a 72-hour shelf life.
- Packaging should be reached out or topped up for each station ensuring there is enough for the whole day/shift.
- Breeding should be topped up if needed.
- Fill all grill sauces at the station, ensuring there are basting brushes, knives and tongues available.
- Chillers should be fully stocked with poultry for the shift requirements.
- Lettuce, onion and tomato should be opened, cut and packed into sealed tubs with a 24 hour shelf life. Returned to the chiller ready for use when required on the burger station.
- All floors should be clean and debris free, brush and mop as required.
- Ensure there are enough buns and wraps defrosted for the shift. Reach out more as required.

Changover

- Top up all items on the burger station, ensure there are dates on each items, 4 hours for lettuce, tomato, onion and cheese and 72 hours for open sauces.
- Full any sauces at the grill and ensure there is a shelf life of 72hours attached.
- Top up any packaging, ensuring there is enough to last a whole shift.
- Check all bins are empty, record waste as needed.
- Brush and mop the floor as required.

Back up

- Check all chemicals are fully topped up and that you have enough to last the day.
- Reach out enough cloths for each station and ensure there are additional ones for changover.
- Ensure a fully working mop and brush are available for the shift.



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Reporting

- Check all temperatures and record in the DPSC, ensure you have this fully completed throughout the shift including any secondary shelf-life dates and equipment temperatures.
- Anything out of the temperature range should be reported to the manager for checking and action.
- Anything broken, damaged or dangerous should be isolated and reported to the manager.