



**On the Job Training (OJT) Certification: Kitchen Closing**

<b>Trainee Name:</b>		<b>Employee ID:</b>		<b>Date</b>	
<b>Module Title:</b>	Kitchen Closing Process		<b>Module #:</b>	GB-OJT-V4-S14-001	
Perform tasks in accordance with Section 14.0, Kitchen Closing Process			<b>Store #:</b>		
<p>The <b>Go Burrito</b> OJT (On the Job) Training Certification process consists of four steps:</p> <p><b>DESCRIBE:</b> The Trainer will <b>DESCRIBE</b> the process while the Trainee <b>LISTENS</b></p> <p><b>DEMONSTRATE:</b> The Trainer will <b>DEMONSTRATE</b> the process while the Trainee <b>WATCHES</b> (coaching)</p> <p><b>PERFORM:</b> The Trainee will <b>PERFORM</b> the process while the Trainer <b>OBSERVES</b></p> <p><b>VALIDATE:</b> The Trainer will <b>VALIDATE</b> that the training has been completed correctly. If not, the Trainee will <b>REPEAT</b> the process until they achieve certification.</p> <p>Each step of the OJT Form must be signed off on. Once completed, this form is placed in the employee's file.</p>					
<p><b>STEP ONE: DESCRIBE</b></p> <p><b>Trainee:</b> Your signature on this section certifies that you have received verbal instruction on the process steps by the Trainer and understand them.</p>			<hr/> <p>Trainee Signature                      Date</p> <hr/> <p>Trainee Printed Name</p>		
<p><b>STEP TWO: DEMONSTRATE</b></p> <p><b>Trainee:</b> Your signature on this section certifies that the process steps have been demonstrated for you by the Trainer and that you understand you have time to practice them independently.</p>			<hr/> <p>Trainee Signature                      Date</p> <hr/> <p>Trainee Printed Name</p>		
<p><b>STEP THREE: PERFORM</b></p> <p><b>Trainee:</b> Your signature on this section certifies that you have had sufficient time to practice the process steps and are ready to begin the validation phase of the training.</p>			<hr/> <p>Trainee Signature                      Date</p> <hr/> <p>Trainee Printed Name</p>		
<p><b>STEP FOUR: VALIDATE</b></p> <p><b>Trainer:</b> Your signature on this section certifies that the Trainee has performed the process completely and correctly under your observation.</p>			<hr/> <p>Trainer Signature                      Date</p> <hr/> <p>Trainer Printed Name</p>		



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Process (What is being tested)			Knowledge (The answer is in parentheses.)	Answer	
	O	P		C	IC
1 Kitchen Closing Process			1.1.1 What is the purpose of the Kitchen Closing Process?  <i>(Answer: The Kitchen Closing Process provides the instructions needed to successfully close the Go Burrito kitchen.)</i>		
2 Prepare Food for the Next Day			1.2.1 How do you know what needs to be prepped during your shift?  <i>(Answer: Your manager on duty or the head of the kitchen will make the prep list for the day.)</i>		
			1.2.2 How do you prep chicken?  <i>(Answer: You will want to have a case of chicken sitting in an ice bath on the meat prep table. You will need a yellow cutting board and knife, plus a Cambro sitting in another Cambro filled with ice to put the cut-up chicken into. Put a damp cloth under the cutting board. Start by cutting the breast in half. Trim all of the fat off, and then filet the breast into three pieces. You will slice the pieces about a 1/4" thick and then slice them again the opposite way the same thickness. The diced chicken should be small and uniform. The diced chicken goes into the Cambro. Two bags fit into each Cambro. The Cambro gets 4 cups of chicken rub. Rub the chicken thoroughly. Put a lid on it and label. Make sure you are rotating your rubbed chicken stock in the cooler. When cleaning up, be sure to clean the table and sanitize it correctly.)</i>		



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			1.2.3 How do you prep steak?  <i>(Answer: The Steak comes already sliced. Just like the chicken, you will need to put the bag of steak into an ice bath on the meat prep table. You will need a red cutting board and knife, plus a Cambro sitting in another Cambro filled with ice to put the cut-up steak into. Put a damp cloth under the cutting board. Take about 5 of the slices at a time and cut vertically. Then turn and cut again the opposite way. Make sure that pieces are about a 1/4" thick. Two bags of steak will fit into one Cambro. Put a lid on it and label it. Make sure stock is being rotated when you put it in the walk in cooler. . When cleaning up, be sure to clean the table and sanitize it correctly.)</i>		
			1.2.4 How do you prep yellow onions?  <i>(Answer: You will want to always keep about 5 yellow onions cut up at a time in the walk-in so that when you need to grill onions, it's an easier process. To do this, you will gather the onions with a green cutting board and knife. You will need a clear Cambro to put the sliced onions in as well as a lid and label. To cut the onions, slice the onion in half and peel. Then put the onion on its cut side and make very thin cuts down the onion. The slices should almost be transparent because the cut is so thin."</i>		
			1.2.5 How do you prep mixed vegetables?  <i>(Answer: You will want to always keep atleast one green container of cut up onions/green peppers the walk-in so that when you need to grill mixed veggies, it's an easier process. To do this, you will gather the onions and green peppers with a green cutting board and knife. You will need a green cambro to put the sliced onions in as well as a lid and label. To cut the onions, slice the onion in half and peel. Then put the onion on its cut side and make very thin cuts down the onion. The slices should almost be transparent because the cut is so thin. To cut the green peppers, cut into the crown of the pepper and in half. Remove the stem and membrane. Put the cut side up and slice the pepper thin, just like the onion.)</i>		



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			1.2.6 How do you prep mushrooms?  <i>(Answer: You will want to keep one green container of chopped mushrooms in the walk-in so that when you need to grill mushrooms, its an easier process. To do this, you will grab a box of mushrooms from the walk-in and grab the dough cutter. Pour half of the mushrooms into a green container. Rough chop these mushrooms with the dough cutter. Rough chop the mushroom still in the bos with the dough cutter. Combine them both into the green container. Put a lid on the container and label. Put the chopped mushrooms back into the walk-in making sure to rotate stock.)</i>		
			1.2.7 How do you make a salsa?  <i>(Answer: Only make salsas when they are almost gone, which is usually if there is less than 1 salsa bar backup left. The only salsas that need to be made when they are ¾ gone would be red salsa, pico de gallo and corn salsa. In order to make a salsa, gather the recipe card and follow instructions. If you have any questions always consult your manager.)</i>		
			1.2.8 How do you prep block cheese?  <i>(Answer: The block cheese is prepped so that one ½ pan equals one batch of queso. This is usually about three stainless steel insets worth of queso. To prep, grab two blocks of cheese, a white cutting board, a serrated knife, and a ½ pan with lid. Cut the block cheese into 1” cubes and put into the ½ pan. Remember, one ½ pan gets two blocks of cheese. Cover and label the pan and put into the walk-in. You should keep a minimum of 2- ½ pans.)</i>		
			1.2.9 How many chip can backups are needed?  <i>(Answer: 2 chip backups)</i>		
			1.2.10 Who lets the kitchen know what prep needs to be accomplished throughout the shift?  <i>(Answer: The manager on duty.)</i>		



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3 Closing down the Equipment			1.3.1 What must be done with any food on the Hot Line or in the warmer at 11PM?  <i>(Answer: A small portion of chicken, ground beef, steak and queso are left in the warmer for bar food. All other hot line items and backups are covered, labelled, and placed into the blast chiller. Once the temperature is brought down to 41 degrees then the food will be transferred to a cart that will live in the walk-in overnight. We do not keep mushrooms, grilled onions, grilled vegetables and fries.)</i>		
			1.3.2 Who is responsible for making sure all hot items are put into the walk-in and that the warmer is turned off before leaving?  <i>(Answer: The kitchen closer)</i>		
			1.3.3 What is the earliest the flat top can be cleaned?  <i>(Answer: 10PM)</i>		
			1.3.4 How do you clean the flat top?  <i>(Answer: Scrap off any food particles well, turn off the grill and then immediately apply a high temperature grill cleaning packet. Let the packet sit and bubble for 1 minute. Use an orange no scratch pad to scour the grill. Squeegee the grill surface and season the surface with oil. Use a damp cloth to wipe the entire unit on the outside and edges. Empty the grease tray into your grease trap.)</i>		
			1.3.5 How do you clean the equipment table?  <i>(Answer: Use a degreaser to scrub the table and then wipe with a damp cloth.)</i>		
			1.3.6 How do you clean the burners?  <i>(Answer: Wipe down the top and sides. Empty the drip pan and take to the dish pit if needed. Scrub outside with degreaser and stainless steel scrub if needed.)</i>		



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			1.3.7 How do you clean behind the cook line?  <i>(Answer: You will need to unhook the equipment from the wall. Carefully pull the equipment table out. Use a degreaser and rag to wipe the wall thoroughly. Wipe the back of all the equipment as well. Sweep behind the cook line. Use a scrub brush with floor cleaner to scrub behind the cook line. Push the equipment table back and re-hook the equipment to the wall.)</i>		
			1.3.8 How do you clean the warmer?  <i>(Answer: Use a damp cloth to clean the outside of the unit, especially the handles. You will want to sanitize the handles. You can use a stainless steel spray as well. For the inside, make sure the unit is off. Use a stainless steel scrub to clean the inside of the unit with degreaser. Take the racks to the dish pit to be cleaned. Empty the bottom water pan every night.)</i>		
			1.3.9 How do you clean the blast chiller?  <i>(Answer: Only clean when the unit is empty. Use a damp cloth to wipe the inside and outside, especially the handle. You will want to sanitize the handle. Empty the water tray located on the very bottom of the unit.)</i>		
			1.3.10 How do you clean the prep tables?  <i>(Answer: Wipe all food off of the tables. Clean the tables with detergent water, rinse and then sanitize. Be sure to clean under the tables and the legs of the tables.)</i>		
			1.3.11 Are the walls in the kitchen cleaned every night?  <i>(Answer: Yes, you should clean up any splatters on the walls.)</i>		



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			1.3.12 How do you clean the oven?  <i>(Answer: You will want to turn the oven off once you are finished making any type of rice or bean backup. Once the oven is partially cooled, use an oven cleaner to clean the inside of the oven. If the racks need to be cleaned, take them to the dish pit. Clean the oven doors and the outside/top of the unit as well.)</i>		
			1.3.13 What equipment do you need to shut down?  <i>(Answer: grills, oven, warmer (once fully closed) and fryers)</i>		
			1.3.14 What do you do if the refrigerator unit is not holding temperature?  <i>(Answer: All food should be thrown out and the unit marked as broken. A manager should be notified.)</i>		
			1.3.15 How do you clean the walk-in cooler?  <i>(Answer: Ensure that no food is stored on the floor or within 6" of the floor of the walk-in cooler. Clean the walls using appropriate solution. Using the hose, spray out the floor of the walk-in cooler, directing all debris to the drain in the middle. Using the squeegee, push the leftover water down into the drain of the walk-in cooler.)</i>		
			1.3.16 What are the cleaning tasks you need to complete in the kitchen area and back rooms?  <i>(Answer: Sweep and mop the floor. Clean mop closet. Take out trash and broken-down boxes. Take out recyclables/rinse out bin. Replace trash bags. Ensure that all sprinklers are clean, undamaged, and clear of obstructions. Wash all dishes. Clean and sanitize all prep surfaces.)</i>		
			1.3.17 How do you clean the tea urns?  <i>(Answer: Use a steel wool to scrub the inside of the tea urns. Rinse and sanitize.)</i>		



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			1.3.18 What buckets must be emptied?  <i>(Answer: The sanitizer buckets from both front of house and back of house must be emptied and cleaned. Discard towels in the dirty towel hamper.)</i>		
			1.3.19 Where do all dirty towels go?  <i>(Answer: In the dirty towel hamper in the kitchen.)</i>		
			1.3.20 Do you leave dishes overnight to soak?  <i>(Answer: No, all dishes must be cleaned before leaving. They can dry over night and be put away in the morning.)</i>		
			1.3.21 What do you do when all the dishes are clean?  <i>(Answer: Drain all water in the sinks. Use a steel wool to scrub the sinks. Empty the drains.)</i>		
			1.3.22 After taking out the trash, what should you do?  <i>(Answer: Rinse out trash bins if needed and re-bag.)</i>		
			1.3.23 What are the main duties of the closing kitchen employee?  <i>(Answer: The employee is there to make any bar food orders that come in. They are also assigned a deep cleaning task for the night by their manager. The closing kitchen employee is responsible for making sure all equipment is turned off and all tasks are accomplished before leaving.)</i>		
4 Conduct Final Inspection			1.4.1 What are the 8 things you must complete in the final walk through?  <i>(Answer: Ensure floors are clean and free of debris. Ensure all dishes are clean and properly stored. Turn off music. Ensure walk in cooler door is closed. Ensure freezer door is closed. Ensure water in mop closet is turned off. Ensure all trash and boxes have been taken out.)</i>		





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				<b>O</b>	<b>P</b>
<b>NOTES:</b>					



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### OJT Program Overview

The **Go Burrito** OJT Training Certification process consists of four primary steps:

- DESCRIBE:** The Trainer will DESCRIBE the process while the Trainee LISTENS  
**DEMONSTRATE:** The Trainer will DEMONSTRATE the process while the Trainee WATCHES  
**PERFORM:** The Trainee will PERFORM the process while the Trainer OBSERVES  
**VALIDATE:** The Trainer will VALIDATE that the training has been completed correctly. If not, the Trainee will REPEAT the process until they achieve certification.

Each step of the OJT Form must be signed off on below by the appropriate person. Once completed this form is placed in the employee's file.

#### **CODES:**

Codes on the OJT indicate completion of the steps in the training process. The Trainer will check the appropriate column for each action as follows.

- O** "observe" The Trainee has observed the process performed by the trainer at least once.
- P** "perform" The Trainee has performed the process and been observed by the Trainer.
- C** "correct" The answer provided by the Trainee for this question is correct.
- IC** "incorrect" The answer provided by the Trainee for this answer is not correct.

#### **TRAINEE RESPONSIBILITIES:**

- GENERAL:** Read the latest revision and changes of the process
- STEP ONE:** Carefully listen as the process is described by the Trainer.
- STEP TWO:** Confirm that you have had the process steps described and demonstrated to you, and that you are ready to practice them independently.
- STEP THREE:** Confirm that you have had sufficient time to practice the process steps, and are prepared to perform them for the Trainer as they have been shown to you, completely and accurately.
- STEP FOUR:** Receive verification from the trainer for successful completion or repeat as needed.

#### **TRAINER RESPONSIBILITIES:**

- GENERAL:** Train in groups of three or smaller. Observe and verify processes on a one-on-one basis. Return the OJT form to the Manager for filing when complete.
- STEP ONE:** Carefully read through the process to the Trainee, discussing each step.
- STEP TWO:** Carefully demonstrate the process to the Trainee, showing each step.
- STEP THREE:** Observe the Trainee perform each step of the process and give feedback as needed.
- STEP FOUR:** Validate Trainee performance as acceptable or repeat the certification process until Trainee's performance is acceptable.

#### **MANAGER RESPONSIBILITIES:**

- Provide Trainers with the latest revision of processes.
- Make certain that all Trainees are scheduled for the certification as quickly as possible.
- Review the OJT Form for completeness and accuracy, then place it in the Trainee's employment file.