

## Brain Food Kitchen Staff Training Guide

### Introduction:

- Emphasize the importance of your role in maintaining a clean and hygienic kitchen.
- Reinforce our commitment to using exclusively halal ingredients and the significance of this choice.

### 1. Personal Hygiene Training (HPH):

- Proper Attire:
  - Wear clean and appropriate uniforms and hats at all times.
- Handwashing:
  - Wash hands thoroughly with soap and warm water:
    - Before and after handling food.
    - After using the restroom.
    - After any activity that may contaminate hands.
  - Utilize hand sanitizers as an additional measure.
- General Personal Hygiene:
  - Emphasize overall cleanliness, including hair and nail care.

### 2. Equipment Cleaning Training (HPE):

- Flat Grill:
  - Daily Cleaning Process During Closing:
    - Scrape off any food residue using a grill brush.
    - Wipe the surface with a damp cloth or sponge.
    - Apply a food-safe degreaser and scrub with a wool pad.
    - Rinse thoroughly and sanitize the surface using an approved sanitizer.
- Oven:
  - Daily Cleaning Process During Closing:
    - Allow the oven to cool before cleaning.
    - Remove and clean oven racks separately.
    - Wipe down the interior with a damp cloth.
    - Use a food-safe degreaser and scrub tough stains with a wool pad.
    - Sanitize interior surfaces.
- Prep Table:

- Daily Cleaning Process During Closing:
  - Clear the table of all utensils and ingredients.
  - Wipe down the surface with a damp cloth.
  - Use a food-safe degreaser on surfaces that come in contact with ingredients.
  - Sanitize the entire table.
- Utensils:
  - Instruct on immediate washing and thorough drying of utensils after use.
  - Highlight the importance of regular inspection for wear and damage.
- Storage Bins:
  - Train on the regular emptying, cleaning, and sanitizing of storage bins.
  - Emphasize proper labeling for easy identification of contents.
- Countertops:
  - Daily Cleaning Process During Closing:
    - Wipe down countertops with a damp cloth and an approved kitchen sanitizer.
    - Pay special attention to areas where food particles may accumulate.

### 3. Sanitation Measures for Halal Products Training (HP):

- Halal Ingredients:
  - Demonstrate the proper separation of halal and non-halal ingredients.
  - Conduct regular checks on storage areas to ensure cleanliness and organization.
- Preparation Surfaces:
  - Instruct on the importance of using designated cutting boards and utensils for halal and non-halal preparations.
  - Emphasize the need for thorough cleaning and sanitizing before and after preparing halal dishes.

### 4. Ongoing Training and Communication:

- Team Communication:
  - Promote an open dialogue during daily pre-shift meetings to discuss concerns or observations.
- Continuous Learning:
  - Encourage participation in monthly workshops covering new halal product introductions, traceability best practices, and additional training sessions.

Remember, your commitment to maintaining a clean and hygienic kitchen directly contributes to the safety and quality of our offerings. If you have any questions or require further clarification on any training procedures, please feel free to reach out.

Thank you for your dedication to our shared commitment to excellence.