



SELF-STUDY GUIDE

Using the CD-ROM or Web-based Training Program

BEFORE YOU START

Make sure you have:

1. COMPUTER HARDWARE

- Internet connection (1 mbps)
- CD-ROM drive
- Speakers

2. SOFTWARE

- Web browser
- Adobe Acrobat
- Flashplayer 8

Meet with your supervisor to:

1. REVIEW

- Objectives for your training.
- Equipment to be covered in your training.
- Differences between your equipment and standard operational procedures and those in the FEAST training program.
- Questions about your food service operation and/or problems that you are having.

2. GET PRINTED COPIES of necessary training materials and CD-ROM from your supervisor.

3. SCHEDULE TIME TO:

- Get a demonstration of selected equipment.
- Practice using the equipment.
- Submit and review *Review Questions*.
- Complete the *FEAST Skills Inventory*.

Read the print materials (checked below).
Write notes or questions on fact sheets.

1. FEAST FACT SHEETS & REVIEW QUESTIONS

OVERVIEWS

- electrical overview
- gas overview
- personal dress & hygiene

FOOD PREPARATION

- commercial can opener
- food cutters & choppers
- food mixer
- slicer
- vertical cutter mixer (VCM)

COOKING EQUIPMENT

- braising pan/tilt skillet
- convection oven
- conventional oven
- ranges

STEAM EQUIPMENT

- pressure steamer
- steam jacketed kettle

WAREWASHING

- dishwasher

2. FOOD SAFETY POSTERS

- Employee Must Wash Hands*
- How to Sanitize by Hand with Chemical Sanitizers*



3. STANDARD OPERATING PROCEDURES

(SOPs) as appropriate:

- glove use
- personal safety
- safe use of chemicals
- Material Safety Data Sheet (MSDS)
- lockout/tagout procedures
- equipment use
- other _____

USING FEAST VIDEOS & FACT SHEETS

Program Objectives

This training will help your professional development by:

- Increasing your knowledge of proper food service equipment operation and cleaning procedures.
- Improving your skills for safe food handling and equipment usage.

As you complete each session you and your supervisor will document the training and demonstration on the *FEAST Skills Inventory*.

The importance of equipment safety

1. **THINK** about and **WRITE** down some reasons you think it is important to operate food equipment safely –at home or at work.

Did you think of :

- personal safety
- customer safety
- loss of work due to injury (immediate and long-term)

2. **Review** the SOPs and the equipment manufacturers’ directions or manuals from your school or workplace.

The FEAST fact sheets and video sessions will help you learn more about how to operate and clean equipment safely. You will also learn important terms and equipment parts. The fact sheets and videos are **general** guidelines for equipment safety, operation and sanitation. Be sure to follow specific recommendations and procedures for equipment provided by the manufacturer and your school or workplace.

START the FEAST CD-ROM

WATCH the opening and introduction.

Electric and Gas overview

1. **WATCH** the Electric and Gas Overview video.

2. **READ** the *Electric Overview* and *Gas Overview* fact sheets depending on the type(s) of equipment at your facility.

3. **MAKE NOTE** of questions or differences in your procedures on gas or electric equipment.

- Role of supervisor.
- Evacuation procedures.
- The location and how to use the circuit breaker in your kitchen.

4. **REVIEW** your school or facility’s lockout/tagout procedures.

5. **ANSWER** the *FEAST Review Questions for Gas Overview* and *Electric overview*.



Personal Dress and Hygiene

1. **THINK** about and **WRITE** down some reasons you think it is important to practice good personal hygiene –at home or at work.

Did you think of :

- To keep germs from spreading from your hands or mouth to food.
- To keep hair from falling in food.
- Other _____

2. **WATCH** the *Personal Dress and Hygiene* video.

3. **READ** the *Personal Dress and Hygiene* fact sheet.

- Compare with your SOP's on hand washing and glove use.
- Look over the food safety poster, *Employee Must Wash Hands*.

4. WRITE DOWN

- How these guidelines are similar to or different from what you do at home or other work settings.
- Questions to ask your supervisor about personal hygiene and safety procedures.

5. **REVIEW** your school or facility's personal safety SOP's such as:

- safety gloves and goggles
- shoes
- other _____

6. **ANSWER** the *FEAST Review Questions* for *Personal Dress and Hygiene*.

Using Equipment Safely

1. **WATCH** the equipment video(s) your supervisor has checked.

2. **FOLLOW** along on the equipment fact sheet(s).

NOTE:

- equipment parts
- differences in your facility's equipment

3. **WRITE** down questions to ask your supervisor about your facility's equipment procedures.

Check with your supervisor about how they differ from the manufacturer's directions.

The fact sheets and videos are only general guidelines.

4. **ANSWER** *FEAST Review Questions*.



AFTER YOU HAVE

- WATCHED the video sessions
- READ the fact sheets
- ANSWERED the *Review Questions*

Meet with your supervisor to:

1. Discuss questions or notes you have.
2. Discuss the answers to the *FEAST Review Questions sheet*.
3. Review cleaning and sanitizing procedures and resources for your school or facility.
4. Set a date to get a demonstration on:
 - equipment set-up
 - operation
 - dismantling
 - sanitation

DATE: _____

Practice safe operation and cleaning of the equipment:

1. Follow your school/workplace procedures
 - set-up
 - operation
 - dismantling
 - sanitation
2. Ask for help if you are uncertain about any aspects of operation or cleaning.

Meet with your supervisor to:

1. **ASSESS** your competency in safe and sanitary use of equipment.
2. **DEMONSTRATE** equipment set-up, operation, dismantling and sanitation.
3. **EVALUATE** your knowledge of general equipment safety and sanitation procedures verbally or with a written quiz.

DATE: _____

If you can not successfully demonstrate safe equipment use:

- Schedule time to re-train and retest.
- Note this on the *FEAST Skills Inventory*.

DATE: _____

Document your competency:

1. **COMPLETE** the *FEAST Skills Inventory* with your supervisor.
 - Note completion of tasks for each piece of equipment.
 - Sign and date the *FEAST Skills Inventory*.

Your supervisor will keep the *FEAST Skills Inventory* in your personnel file.

2. **RECEIVE** your Certificate of Completion for the FEAST training program.