

Target Café
Store # 2145
Employee Training Manual



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Introduction

Introduction

Welcome to the Target Corporation. We are pleased that you are a part of our team. This training manual is for team members working in the Target Café. This manual is your guide to be successful while you are a part of the Target Café team. It will train you on proper hand washing techniques, safety, food preparation, general shift duties, and main shift duties. Make sure you understand each section, because you will be expected to perform each task efficiently.



Fly ch 1

Chapter 1

Safety Guidelines

Your safety and the safety of our guests is the top priority of Target Corporations. So follow these guidelines ensure the safety of yourself and others.

- Wear non slip work shoes.
- Clean up spills immediately.
- Place wet floor signs in slippery areas.
- Never pursue a suspected thief or robber.

Hand washing procedures

When do you wash your hands?

- Before, during, and after preparing food
- Before and after treating a cut or wound
- After using the restroom
- After blowing your nose, coughing, or sneezing
- After touching garbage
- After handling cash or touching the register
- Before putting on gloves

How do you wash your hands?

- **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
- **Lather** your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.
- **Scrub** your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
- **Rinse** your hands well under clean, running water.
- **Dry** your hands using a clean towel or air dry them.

Fly Ch 2

Chapter 2

General Shift Duties

During every shift, the Target Café team member must perform the following tasks:

- Cooking Pizzas, Pastas, Breadsticks, Chicken Tenders, Hot dogs, Pretzels, and Popping popcorn.
- Washing Dishes and Cleaning the Lobby
- Serving Guests

Cooking Pizzas and Pastas

1. Wash your hands
2. Put gloves on.
3. Remove pizza or pasta from the refrigerator
4. Remove lid off of the pizza or pasta
5. Place pizza or pasta in the Conveyor oven on the right side
6. Wait 7 minutes for it to come out on the left side
7. Use metal grippers to remove pizza or pasta
8. Place pizza or pasta on the preparation table
9. Use the 2 inch spatula to remove pizza from the pan.
10. Cut pizza into 4 pieces and use the large flat metal spatula to place in the pizza box.
 - a. Use large flat metal spatula to place pasta in the pasta box.
11. Write 20 minutes after the present time on the back of the pizza or pasta box in marker.
12. Place pizza or pasta box in the display window.

Cooking Breadsticks

1. Wash your hands.
2. Put on gloves.
3. Remove breadsticks with today's date from the retarder.
4. Remove lid from the pan.
5. Spray all breadsticks evenly with the Sweet & Brown nonstick spray.
6. Place breadsticks in the Conveyor oven on the right side.
7. Wait 7 minutes for the breadsticks to come out on the left side.
8. Use metal grippers to remove breadsticks from the oven
9. Place breadstick pan on the preparation table.
10. Use 2 inch spatula to individually separate all 9 breadsticks.
11. Dip the butter brush in the butter
12. Spread the butter evenly on every breadstick
13. Pick up the breadstick seasoning container.
14. Evenly coat all the breadsticks with the breadstick seasoning.
15. Use the tongs to place 3 breadsticks in 1 breadstick box.
16. Repeat step 13 until there are no more breadsticks.
17. Write 20 minutes after the present time on the back of the breadstick box in marker.
18. Place breadstick box in the display window.

Cooking Chicken Tenders

1. Wash your hands
2. Put on gloves
3. Grab a clean rectangle pan from the rack.
4. Put 3 squirts of oil in the pan.
5. Set pan on the preparation table
6. Grab 3 Tyson chicken tenders out of the freezer
7. Place 3 Tyson chicken tenders in the oiled rectangle pan
8. Place pan in the Conveyor oven on the right side
9. Wait 7 minutes for chicken tenders to come out on the left side.
10. Use metal grippers to remove the pan from the oven.
11. Place pan on the preparation table
12. Grab a red boat from under the preparation table.
13. Place boat on the table
14. Grab wax paper from the preparation table.
15. Fold wax paper in half.
16. Place wax paper inside the red boat.
17. Use tongs to place all 3 chicken tenders on the wax paper inside the red boat
18. Serve.

Cooking Hotdogs

1. Wash your hands
2. Put on gloves
3. Grab 5 thawed hotdogs out of the reach-in cooler
4. Place 5 thawed hotdogs on the bottom 3 rows of the hot dog roller.
5. Record the time you put the hot dogs on the hot dog roller on the Target Café paperwork.
6. Allow hotdogs to cook for 30 minutes
7. Check the temperature (needs to be between 140-170 degrees)
8. Put cooked hotdogs on the top 3 rows of the hot dog roller (if at appropriate temperature)

Cooking Pretzels

1. Wash your hands
2. Put on gloves
3. Grab pretzels out of the freezer
4. Place them in the steamer
5. Wait 15-20 minutes
6. Grab pretzels using tongs or gloved hand
7. Place in pretzel in the pretzel box
8. Butter pretzel with the butter brush
9. Season Pretzel
10. Place pretzel in Target bulls eye sleeve
11. Serve.

Chapter 2

Popping Popcorn

1. Wash your hands
2. Put on gloves
3. Turn on motor
4. Turn on kettle heater
5. Push butter pump twice
6. Grab scoop in the popcorn bucket
7. Fill the scoop with popcorn kernels
8. Pour popcorn kernels in the kettle
9. Wait for machine to make a beeping sound
10. Dump popcorn
11. Turn off motor
12. Turn off kettle

Washing Dishes

1. Make sure all 3-compartment sinks are clean
2. Make sure Pan-Clean hose is in the appropriate sink
3. Place stopper in sink
4. Turn on the pan clean
5. Allow the sink to fill to the line in sink
6. Turn off pan clean
7. Make sure Sanitizer hose is in the appropriate sink
8. Place stopper in sanitizer sink
9. Turn on sanitizer
10. Allow the sink to fill to the line in sink
11. Turn off sanitizer
12. Make sure middle sink is clean and empty
13. Wash dish in the pan clean sink until free of all debris
14. Rinse dish in the middle sink
15. Place dish in the sanitizer sink for at least 60 seconds
16. Put dish in the air drying rack
17. Allow dish to dry completely
18. Put away

Cleaning the Lobby

1. Gather Wypal wipes and a sanitizer squirt bottle
2. Spray and wipe all tables and counters
3. Put wipes and sanitizer back in designated locations
4. Grab a broom and dust pan and sweep entire lobby

Serving Guests

1. Greet guests with a smile
2. Ring up their order
3. Take their payment
4. Wash your hands
5. Put on gloves
6. Make their order

Opening Shift Duties

When you are the opener of the store you have to do the general shift duties along with the opener shift duties. Opener shift duties include:


- Turn on all appliances
- Make Pastas
- Make Pizzas
- Pan Breadsticks
- Pan Pizzas

Turn on all appliances

1. Turn on the lights
2. Turn on the popcorn warmer and oil system
3. Turn on pretzel steamer
4. Turn on hotdog roller
5. Turn on hot hold


Make Pastas

1. Get 30 metal circular pans
2. Line them up on the preparation table
3. Go to the freezer
4. Get the Rotini Pasta
5. Place it on the food preparation sink
6. Get a one pasta bucket with holes and one without holes
7. Put the pasta bucket with holes inside the one without holes
8. Fill pasta bucket with frozen Rotini pasta
9. Turn on warm water over rotini pasta
10. Allow water to run until rotini pasta is covered
11. Stir occasionally




Tuscani[®] Pastas Thawing & Storing

Descongelación y almacenar de la Pastas Tuscani[®]




Rotini Thawing / Descongelación de la Rotini

1 Place empty sauce bucket into clean and sanitized sink.




Colocar la cubeta de salsa vacía en un fregadero limpio e higienizado.

2 Place draining bucket into sauce bucket.



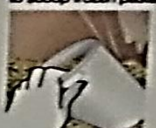
Colocar la cubeta escuridora en la cubeta de salsa.

3 Turn on cold water to begin filling buckets.




Abrir el grifo de agua fría para comenzar a llenar las cubetas.

4 Use Clean/Sanitized Poly container with handle to scoop frozen pasta.




Use un recipiente con asa de polietileno limpio e higienizado para sacar la pasta congelada.

5 Pour pasta into draining bucket while water is running.




Vierta la pasta en la cubeta mientras el agua está corriendo.

Prepare Pasta Pounder / Preparar Pasta Pounder




Up to 5 Pasta Pounds




Shelf Life: Discard at close next day.
 Use Life: Se desecha al cierre del día siguiente.

6 Stir when water covers pasta.




Revolver cuando el agua cubra la pasta.

7 Wait 1 minute. > Stir




Esperar 1 minuto > Revolver

8 Wait 1 minute. > Lift to drain



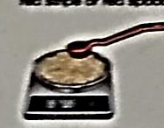
Esperar 1 minuto. > Levantar para escurrir

9 Place draining bucket into clean, sanitized sauce bucket. > Never place draining bucket onto flat surface.



Colocar la cubeta escuridora en la cubeta de salsa limpia e higienizada. > Nunca colocar la cubeta escuridora sobre una superficie plana.

10 Portion pasta immediately with either a white with red stripe or red spoons.



Distribuir de inmediato la pasta en porciones sea con el cucharón blanco con raya roja o con el cucharón rojo.

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Chapter 2

12. Grab pasta and pasta sauce scoops
13. Grab prepared Meaty Marinara Sauce
14. Grab prepared Creamy Chicken Alfredo Sauce
15. Put 1 scoop of rotini pasta in each metal circular pans
16. Put 1 scoop of Meaty Marinara sauce in 15 metal circular pans
17. Spread meaty marinara sauce until all noodles are covered (use extra sauce if necessary)
18. Put 1 scoop of Creamy Chicken Alfredo Sauce in the remaining 15 metal circular pans
19. Spread Creamy Chicken Alfredo Sauce until all noodles are covered
20. Put 1 scoop of chicken (using designated chicken scoop) on each creamy chicken alfredo pasta
21. Sprinkle cheese (using designated cheese scoop) on every pasta
22. Put a lid on every pasta
23. Stack pastas in stacks of 5
24. Put three stacks of meaty marinara pasta on the left side of the refrigerator
25. Put three stacks of Creamy Chicken Alfredo pasta on the right side of the refrigerator



Make Pizzas

1. Pull the pizza dough rack out of the retarded
2. Let it stand for 30 minutes
3. Put in proofer for 60 minutes
4. Put in retarder for 30 minutes
5. Pull pizza out of retarder
6. Take off lid
7. Set pizza on the preparation table
8. Grab the pizza press

9. Push pizza press in the pizza dough until it rolls around the edges of the pizza press
10. Take the pizza press out
11. Grab a pizza sauce spoon
12. Put a half scoop of pizza sauce on the spoon
13. Put pizza sauce on the pizza dough
14. Spread pizza sauce evenly around the dough
15. Put 1 scoop of cheese on the pizza for a pepperoni pizza (2 scoops for cheese)
 - a. And if the pizza is pepperoni put 10 pieces of pepperoni



Pan Breadsticks

1. Grab a box of frozen breadsticks
2. Grab vegetable oil
3. Grab a breadstick pan
4. Put 3 squirts of vegetable oil
5. Separate 9 frozen breadsticks
6. Put 9 frozen breadsticks in oiled pan smooth side facing up
7. Spray each breadstick with browning spray oil
8. Put a lid over breadsticks
9. Place panned breadsticks in retarder
10. Repeat as needed.

Pan Pizzas

1. Grab a box of frozen pizza dough
2. Grab vegetable oil
3. Grab a pizza pan
4. Put 1 squirt of vegetable oil
5. Put 1 frozen pizza dough in oiled pan smooth side facing up
6. Turn each pizza dough 1/3 of a turn
7. Spray the outside of the pizza dough twice
8. Put a lid over pizza dough
9. Place panned pizza dough in retarder
10. Repeat as needed.



Mid-day Shift Duties

When you work the mid-day shift in the Target Café, you have to do the all the general shift duties. General Shift Duties Include:

- Cooking Pizzas, Pastas, Breadsticks, Chicken Tenders, Hotdogs, Pretzels, and Popping popcorn.
- Washing Dishes and Cleaning the Lobby
- Serving Guests

See the General Shift Duties section to learn how to perform all of the tasks above.

Closing- Shift Duties

When you work the closing shift in the Target Café you have to perform the general shift duties along with closing shift duties. Closing shift duties include:

- Draining/Cleaning Marinara Sauce Container
- Cleaning Popcorn Machine
- Cleaning Pretzel Machine
- Cleaning Hot dog Roller
- Cleaning Soda Nozzles
- Disposing of Boxes
- Locking Up
- QMOS

Draining/ Cleaning Marinara Sauce Container

1. Fill marinara sauce containers until container is empty
2. Put lids on all marinara sauce containers
3. Put marinara sauce in hot dog roller hot hold
4. Turn off the marinara sauce heater
5. Take marinara sauce container and rinse off excess marinara sauce in the middle sink
6. Wash marinara sauce container
7. Rinse marinara sauce container
8. Sanitize marinara sauce container
9. Allow to air dry
10. Put marinara sauce container back on the warmer

Cleaning Popcorn Machine

1. Turn off popcorn warmer
2. Fill popcorn bags with popcorn
3. Place filled popcorn bags on the rack in the popcorn machine
4. Remove popcorn kernel filter
5. Sweep popcorn into hole
6. Remove the popcorn kernel catcher
7. Dump into trash can
8. Santizer popcorn machine
9. Wash kernel filter and catcher

10. Rinse kernel filter and catcher
11. Sanitize kernel filter and catcher
12. Put popcorn machine back together

Cleaning Hot dog Roller

1. Turn off hot dog roller
2. Remove hot dogs
3. Remove the roller rack
4. Wash roller rack
5. Rinse roller rack
6. Sanitize roller rack
7. Allow to air dry
8. Spray hot dog roller surface with Kitchen Degreaser
9. Scrub the hot dog roller surface
10. Spray hot dog roller surface with water
11. Wipe the hot dog roller surface
12. Spray the hot dog roller surface with sanitizer
13. Allow to air dry
14. Put roller rack back on the hot dog roller surface

Cleaning Soda Nozzles

1. Turn off soda dispenser
2. Remove all soda nozzles
3. Place soda nozzles in soapy water
4. Scrub soda nozzles
5. Rinse soda nozzles
6. Sanitize soda nozzles
7. Allow soda nozzles to air dry
8. Put soda nozzles back on the drink station

Disposing of Boxes

1. Break down all empty boxes
2. Transport empty boxes to the box compressor
3. Put boxes in the box compressor
 - a. **DO NOT OPERATE OR PUT BOXES IN THE COMPRESSOR IF YOU ARE UNDER THE AGE OF 18.**

Locking Up

1. Grab the keys
2. Lock the retarder
3. Lock all the freezers
4. Lock all the refrigerators
5. Put keys back in clerical

Chapter 2

QMOS

1. Grab a price hand gun
2. Type in Team member number
3. Press ok
4. Press TM Sales Floor
5. Type in QMOS
6. Hit 1
7. Hit 3
8. Scan food barcodes that must be wasted out
9. Enter the quantity wasted
10. Press ok
11. Log off
12. Return price hand gun to the closet.

Conclusion

After reading this manual the Target Café team member should be able to:

- Open the Target Café
- Work the mid-day shift at the Target Café
- Close the Target Café

If the Target Café team member has any future questions please refer to this guide or ask a fellow team member or team lead.

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