# Production Area Leader Verification Form

**Passed:** Y / N

**Name:** _____ **Coach:** _____ **Date:** _____ **Time:** _____ **Total:** _____

## Purpose

1. To determine if the area leader can lead the area successfully.
2. To assess the area leader on what is working well and what would work even better by:
   - Setting performance expectations
   - Reinforcing standards of operations
   - Applying basic people practices

## Targets

Determine 2-3 targets to measure, and set the goals for the shift:

| Target: | Goal: | Actual: |
| --- | --- | --- |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

## Instructions

**Step 1.** The Coach and Area Leader
- Review the document to understand the behaviors of a successful area leader. Critical behaviors are highlighted.
- Set and record area targets.

**Step 2.** The Coach
- Observes pre-shift, leading the area, and post-shift tasks.
- Complete points assessment for all three sections. Each question is worth one point.

**Step 3.** The Coach and Area Leader
- Determine the result by totaling the points scored across all 3 sections.
- Discuss the shift and summarize what the area leader did well, and what they could do better next time.
- Review the results with the area leader to identify needs for performance improvement.
- Develop an action plan.

| Plan for the Shift | Y/N |
| --- | --- |
| **1.** Food Safety is complete | |
| 2. Communication ongoing with Shift Leader, People/Product/Equipment | |
| **3.** Completes travel path and Pre-shift checklist | |
| **4.** Restaurant safeguards are in place in the Production Area and being used properly (masks, gloves, protective panels, safety+ signage, etc.) | |
| **5.** Sets and Communicates targets: KVS, sandwich counts, sales, and guest counts | |
| 6. Positioning per guide/plans for high-volume peaks | |
| 7. Communicates secondary duties and promotional information | |
| **8.** Prep charts posted/current or e-production set up, in use | |
| **9.** Product stocked for 24/2, Frozen/Refrigerated/Dry | |
| 10. Prep complete, product tempered | |

| Leading the Area | Y/N |
| --- | --- |
| 11. Communication ongoing with Shift Leader | |
| 12. Observes and coaches to correct procedures | |
| 13. Identifies, prioritizes, and solves problems effectively | |
| 14. Maintains positioning according to DSPT and repositions to meet demand, ensures social distancing positioning. | |
| 15. Maintains shift cleanliness/sanitation | |
| 16. Reacts to danger zones/flexes in and out | |
| **17.** Manages cabinet levels/cabinet timers | |
| **18.** Monitors Food Safety: Handwashing every hour, proper glove procedures | |
| **19.** Monitors Food Safety: Maintains product quality, temps and visual cues | |
| 20. Works from most flexible position to view the entire Production area | |
| **21.** Follows safety and security procedures, including proper mask usage | |
| 22. Demonstrates basic people skills/Please and thank you | |
| 23. Gives appreciative feedback and recognition | |
| 24. Monitors finished product for Gold Standard Quality | |

| Post shift Analysis | Y/N |
| --- | --- |
| **25.** Communicates with shift leader and seeks feedback | |
| 26. Compares results to targets | |
| 27. Communicates with incoming Production Leader | |
| **28.** Resolves or communicates issues before leaving shift: People/ Product/Equipment | |
| **29.** Gives appreciative feedback and recognition to Production team where targets were met | |

| Total Critical: ____ out of 13 | Total Answered Yes: _____ |
| --- | --- |

**Verified:**
- Area lead must have scored **24** or more **AND**
- Area lead has **100%** of the **critical** behaviors
➔ Coach recognizes area leader for successfully completing the verification

**More Steps Required to be Verified:**
- Area lead scores between **20-23** points **AND**
- Area lead has **100%** of the **critical** behaviors
➔ Area lead can work with their coach to correct remaining behaviors and sign off when complete

**Schedule Another Verification:**
- Area lead scores between **0-19** points **OR**
- Area lead misses **1 or more critical** behaviors
➔ Area leader has to review feedback from verification and practice demonstrating missed behaviors

**Feedback:** _____

_____

_____

**Coach Signature:** _____

**Learner Signature:** _____

**I. Symptoms that indicate a crew person must be sent home.**
**(Must know with out referencing any documents, because sick employees must be sent home asap.) Jaundice, vomiting, diarrhea, fever with sore throat, open sores or lesions**

**II.    Reportable / Foodborne illnesses (May use references.) Salmonella, Nontyphoidal typhoid fever(Salmonella typhi), Shigella, Hepatitis A, Norovirus, E. Coli (Shiga toxin-producing), Campylobacter.**

**III.    Hand washing Procedures**
**1. dispense paper towel. 2. Wet hands (=>100'f) 3. Soap on wet hands  4. Scrub: nails, between fingers, back of hands, half way up arms. 5. Rinse. 6. Dry hands. 7. Turn water off with paper towel.**
**8. When do we wash? At least once an hour. When changing gloves, station, or task. Before returning to work/station.**

**IV. Glove usage: 1. How many pairs at a time? 1 2. Remove? Top of Rest, Inside out, wad up inside.**
**3. Clear? Table, Prep, Tea (Ready To Eat). 4. Blue? Beef, Pork, Chicken, Fish, Eggs (Raw Proteins).**

**V. Towel/Sink Sanitizer Solution**
**Buckets: 1.Water temp? Lukewarm (85-105'f). 2.Test Strip? Chlorine(tube) 3.PPM? 50 4. Max Time? 4hrs 5.Check time?2hrs. Sink: 1. Water Temp? =>110 2. Test strip? Quat (Roll) 3. Dip into container & Cool to 70'f. 4. Sanitizer PPM? 200**

**VI.    Small Wares**
**1.How often do we wash small wares? Every 4hrs. 2.What to wash? UHC trays and wire racks, grill and prep table utensils, and holders, Blended Ice Pitchers and Cup spindles, Blue Fresh beef Tubs. 3. what do we wash last? Blue Fresh Beef Tubs. 4. What do we do after washing fresh beef tubs? Sanitize sink with yellow Sanitizer spray.**

**VII. Test Pyrometer? 1. Swirl Probe in Ice water (from ABS) until temp is stable. 2. Temp? 32'f +/-2'**

**VIII.    Fridge/Freezer Temps.**
**Freezer: 1. Air Temp? <0'f 2. Product? Solidly Frozen. (No bending) Low ice crystals. None open to air. Fridge: 1. Witch Fridgeration units? All. 2. Test Air or Product? Product. 3. Temp range? 34-40'f.**

**IX.  Max Run Size? Sausage? 8. Steak? 4. 10:1? 6. 4:1? 3. McChk? 6. Crispy? 4 Fillet? 8. Nuggets? 1 bag(48+/-).**

**X.   How to Check internal Temps?**
**1. Reg (10:1)? 4 corners, Center of patty, @ 45', Black hutzler under to stop pass through. 3 of 4 must meet quality temps.**
**2. 1/4 (4:1)? All 3, Center of patty @ 45', Black hutzler to stop pass through, All must meet quality temp range.**
**3. Crispy? Thickest part @ 45', can take up to 1 minute to stabilize temp. 4. Fish? Top down, Center of portion @ 45' .**

**XI. Internal Temp Ranges? (Critical!)**

| Product | Min Safe | Max Quality |
|---|---|---|
| Reg (10:1) | 155'f | 170'f |
| Fresh (4:1) | 175'f | 190'f |
| Chicken | 165'f | |
| Fish | 155'f | |
| Pork | 155'f | |
| Round egg | 155'f | Gilled yolk |

**XII. If any Product does not meet min safe temp?**
**1. Product? Waist all in batch.**
**2. Wash & sanitize? All trays, utensils, pyrometer probe.**
**3. Check? Procedures: (Laying down, Pulling/time, Checking temp @Grill.), Grill Clean: (Scrape/Steam), Product: (Dehydration, Thaw, refreeze).**
**4. Change? If Procedures, Equipment, and Product are good then Change the Cook Time (Start point 42 Sec.) adjust time up to increase temp, down to decrease. (1 Second= 2'f)**
**5. Cook another run, retest temp.**

| Time of Day | Product | Platen # | Cook Time | Run Size | Patty #1 | Patty #2 | Patty #3 | | Internal temps. at or above 175°F? | All internal temps. between 175-190ºF? |
|---|---|---|---|---|---|---|---|---|---|---|
| | REGᴜLAR MENᴜ – INTERNAL TEMPERATURES: CHECK FᴏR FᴏᴏD SAFETY AND QUALITY | | | | | | | | FᴏᴏD SAFETY | QUALITY |
| | Fresh Beef 4:1 | | | | °F | °F | °F | | Y    N | Y    N |
| | Fresh Beef 4:1 | | | | °F | °F | | | Y    N | Y    N |