## Manager Units – Phase I

### I. Safety and Sanitation
- A. Personal Hygiene
- B. Sanitary Food Handling
- C. Cleaning the Facility
- D. Safe Working Practices I
- E. Safe Working Practices II

### II. Equipment
- F. Introduction to Equipment and Small Equipment
- G. Food Machines I: Slicer, Mixer and Food Chopper
- H. Food Machines II: Food Processor and Vertical Cutter/Mixer
- I. Cooking Equipment I: Steamers and Steam-Jacketed Kettles
- J. Cooking Equipment II: Tilting Skillets and Deep Fat Fryers
- K. Cooking Equipment III: Ranges and Ovens
- L. Refrigerators and Freezers
- M. Dishmachines

### III. Food Production
- N. Using Standardized Recipes
- O. Storage
- P. Meal Service
- Q. Portion Control

### IV. Food Handling
- R. Communication and Group Problem Solving

### VI. Nutrition
- T. Nutrition

## Manager Units - Phase II

### I. Personnel
- A. Sharing Information
- B. Decision Making
- C. Writing Procedures
- D. Employee Training
- E. Performance Evaluation

### II. Public Relations
- F. Food Merchandising
- G. Promoting School Food Service

### III. Safety and Sanitation
- H. Safety
- I. Sanitation

### IV. Nutrition
- J. Nutrition
- K. Planning Menus

### V. Food Production
- L. Food Quality
- M. Adjusting Standardized Recipes
- N. Work Schedules
- O. Serving Counter Plans

### VI. Property Management
- P. Inventory
- Q. Ordering
- R. Receiving
- S. Issuing
- T. Handling Money
- U. Property Protection
- V. Small Equipment Selection and Equipment Maintenance