



PREP DEPARTMENT AUDIT

HOSPITALITY			
ITEM #	Now that you have completed your Prep Person Training, answer Yes or No to the following questions or statements. For any "No" answers, be prepared to explain to your manager how you would correct the issue and find a solution.		
H-1	Was this a friendly and hospitable experience for Guests in the restaurant?	Yes	No
H-2	There is attention to Guest needs at all points of Guest interaction. Guests are addressed according to the "5-Foot Rule." Guests should be made to feel welcome as if they are Guests in your home. Listen for "please," "thank you," and "my pleasure" in the Co-workers personal interactions with the Guest. You should not hear "no problem," "what are you drinking," "is everything okay," or similar phrases that do not show hospitality. If No, explain in the comments.	Yes	No
H-3	The Manager is interacting with and supporting/coaching the Co-workers.	Yes	No
H-4	Appropriate smallwares and pans in view of the Guest are in place and in good condition (not chipped, bent, cracked, or dirty.) Correct pans, utensils, and smallwares are used at each respective buffet. All food is served in clean pans that are in good condition. An item-by-item count is not necessary. All utensils, except pie servers and fish turners, are black. Stainless serving pans do not have black, scorched edges or corners. Lexan serving pans and dome covers are not chipped or cracked. A serving utensil is available for every product on the bar. Fat Free dressing ladles are labeled. All serving bowls and platters are GC specs.	Yes	No
H-5	Approved buffet labels are clean and in use. Products requiring labeling are correctly labeled. All products are labeled according to current menu parameters. There are no hand-written labels or P-Touch labels in use. All labels match the products. Labels and/or plastic label holders are clean and in good condition. (If there are more than 4 missing labels or there are handwritten or P-Touch labels, then points will not be earned.)	Yes	No
H-6	Current menu matrix is followed. Any approved exceptions are in writing and available in the restaurant. NOTE: The first three days of the first week of each promotion, the promotional offering requirement will not be in effect to allow for burn-off and transition, unless otherwise specified (e.g. premium weekends.) Situational discretion will be employed if an "extraordinary or unanticipated event" has been observed and the restaurant is actively working to restock the bar. For all other matrix products described above, if the product is not served for more than 15 minutes, then the product is deemed unavailable.	Yes	No
H-7	All shift Managers model the service experience and are accessible and identifiable to our Guests as the person in charge.	Yes	No
SAFETY & CLEANLINESS			
ITEM #			
SC-1	Hand sinks are kept clean, stocked, accessible, and are used for hand washing only. Soap and paper towels are stocked, and all faucets and drains work.	Yes	No

SC-2	Hot water is readily available at all hand washing stations.	Yes	No
SC-3	Hand sinks are not used to store products or smallwares.	Yes	No
SC-4	All proper hand washing procedures are followed by Co-workers and Managers. To prevent cross contamination, hands are washed whenever job duties are interrupted. Hands are washed when arriving for work and after drinking or eating. Upon entry of prep areas, Co-workers wash hands first.	Yes	No
SC-5	2 Bucket system is in place with Peroxide Multi-Surface Cleaner and Disinfectant testing at 2350 ppm and Sink and Surface Cleaner and Sanitizer testing at .27-.55 oz./gallon. Dispensing stations are checked daily for proper calibration. Verify calibration at the dispensing station and all buckets. Sanitation buckets are clearly labeled. Test strips are available. All towels being sanitized between uses and in buckets when not in use.	Yes	No
SC-6	All buffets are clean, wiped down (with no food debris), and sneeze guards are clean. Only clean buffet towels are in use. No dirty or greasy towels are being used. The area in front of the bar is clean including all lighting and heat lamps. All food bar surfaces are clean, not cracked, warped, or stained. Produce display case (if applicable) is clean, refrigerated and attractively merchandised with fresh produce as directed in produce display diagrams. When prepping out of the display case, it should be restocked and maintained full on a regular basis as noted in the Operations Manual Section, Prep Person. No dust is visible on bar lights or the top ledge of bar glass. Bar glass is clean and not cracked. Metal glass frames are clean and not encrusted with food residue. There are no cracks in bar top or templates. Spills and messes are cleaned from the bar top as needed.	Yes	No
SC-7	All light globes that are within Guests' view are working and free of dust. Light bulbs are in place and working. All light fixtures are working with all globes/lenses clean and not broken or stained, including exit lights	Yes	No
SC-8	All floors, tile, and carpeting are clean, dry, and debris free. There are no holes in carpets, loose carpet tiles, seam gaps, or frayed edges. Carpet is clean and consistent in color. No floor tiles are missing. All tile is secure with no grout missing. Mats/runners are clean and not left rolled up after opening, in view of Guests.	Yes	No
SC-9	A pest prevention program is in place, is followed, and is effective. There is no evidence of cockroaches, rodents, rodent droppings, trailing ants, flies or fruit flies breeding, or of any other insects. (Use a flashlight to check under bars.)	Yes	No
SC-10	Windows, doors, and walls are clean and in good repair. The entry and dining room wall areas are clean and free of non-relevant or outdated items including outdated POP. Wallpaper is in good repair. Glass is clean and in good repair.	Yes	No
SC-11	EcoSure and Corrective Actions items have been addressed.	Yes	No
SC-12	Chemicals are stored away from food or food packaging. The restaurant is using only approved chemicals, and all chemical spray bottles are properly labeled and stored. Chemicals in spray bottles match labels. All core chemicals are from an approved source. Shelving is in good repair; not bent, rusted, or dirty. (Ecolab chemicals that are approved are Apex Pot and Pan Detergent, Antimicrobial Fruit and Vegetable Treatment, SMARTPOWER Flatware Presoak, SMARTPOWER Dish Detergent, Dip-It, Grease Cutter Plus, Fast Foam Oven Cleaner, SMARTPOWER Rinse Additive, Peroxide Multi-Surface Cleaner and Disinfectant, Oasis glass cleaner, Lime Away, Sink and	Yes	No

	Surface Cleaner and Sanitizer, K-5, and Wash and Walk, Maxx Dual Floor Cleaner. Windex and bleach are approved for use. Bleach is not being used as sanitizer.) Dry Storage Refrigerators Freezers	Yes Yes Yes	No No No
SC-13	Refrigerated products (in all refrigerated units) are between 34°F and 40°F (1°C to 4°C.) All walk-in refrigerated units are in good repair. The temperature gauge is operating properly, or a thermometer is in place in cooler. Gaskets are in place and in good condition. The cooler door closes properly, and air curtains are in place. Lights are working. The floor is not damaged, and airflow is not blocked. The emergency door release is working.	Yes	No
SC-14	Air temperatures (in all freezer units) are between -10°F to 0°F (-23°C to -18°C.) The temperature gauge is operating properly, or a thermometer is in place in cooler. Gaskets are in place and in good condition. The freezer door closes properly, and air curtains are in place. Lights are working. The floor is not damaged, and airflow is not blocked. The emergency door release is working.	Yes	No
SC-15	Safety Data Sheets (SDS) are available for all chemical products that are being used in the restaurant.	Yes	No
SC-16	Electrical outlets, connectors and cords in the area are in good condition.	Yes	No
SC-17	AFVT is properly calibrated at .75 to 1 oz. per gallon. Test strips are used daily to verify concentration. Calibration has been verified at dispensing station(s) after being dipped in AFVT water for 1-2 seconds. (Hot water can cause false readings.) AFVT is properly used. All usage procedures are followed, and there is evidence of its use. AFVT containers have been marked and dated. (Very little change on a marked container indicates evidence of improper or no use of AFVT.)	Yes	No
SC-18	Reach-in refrigerators/salad display cases are clean and in good repair. The temperature gauge is operating properly, or a thermometer is in place. Gaskets are in place and in good condition. The reach-in refrigerator door closes properly, and airflow is not blocked.	Yes	No
SC-19	All products stored to prevent cross-contamination or food safety issues.	Yes	No
SC-203	All BOH areas in Guest view are free of clutter, dirty pans, boxes, or other items.	Yes	No
SC-21	Kitchen floors, baseboards, walls, ceiling, vents, lighting, and back sink area (including floors, shelves, and walls) are in good repair.	Yes	No
SC-22	All walk-in refrigerated units are clean (including coils, gaskets, condenser/evaporator and door curtains).	Yes	No
SC-23	Reach-in freezers are clean and in good repair. The temperature gauge is operating properly, or a thermometer is in place. Gaskets are in place and in good condition. The reach-in freezer door closes properly. Brackets and shelves are in place, and the airflow is not blocked.	Yes	No

PRODUCT QUALITY			
ITEM #			
PQ-1	Is SALAD MIX prepared to recipe and to GC appearance standards? If no, describe. Does SALAD MIX taste correct? When tasting product ensure proper seasoning and flavor.	Yes Yes	No No

PQ-2	<p>Is RANCH DRESSING prepared to recipe and to GC appearance standards?</p> <p>Is RANCH DRESSING to temperature on the bar? Record temperature.</p> <p>Does RANCH DRESSING taste correct?</p> <p>When tasting product ensure proper seasoning and flavor.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>No</p> <p>No</p> <p>No</p>
PQ-3	<p>Is Fresh Fruit 1 prepared to recipe and to GC appearance standards?</p> <p>Is FRESH FRUIT 1 to temperature or properly time stamped on the bar? Record temperature.</p> <p>Does FRESH FRUIT 1 taste correct?</p> <p>When tasting product ensure proper seasoning and flavor.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>No</p> <p>No</p> <p>No</p>
PQ-4	<p>Is Fresh Fruit 2 prepared to recipe and to GC appearance standards?</p> <p>Is FRESH FRUIT 2 to temperature or properly time stamped on the bar? Record temperature.</p> <p>Does FRESH FRUIT 2 taste correct?</p> <p>When tasting product ensure proper seasoning and flavor.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>No</p> <p>No</p> <p>No</p>
PQ-5	<p>Is IN-HOUSE PREPAED SALAD 1 prepared to recipe and to GC appearance standards?</p> <p>If no, describe.</p> <p>Is IN-HOUSE PREPAED SALAD 1 to temperature or properly time stamped on the bar? Record temperature.</p> <p>Does IN-HOUSE PREPAED SALAD 1 taste correct?</p> <p>When tasting product ensure proper seasoning and flavor.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>No</p> <p>No</p> <p>No</p>
PQ-6	<p>Is IN-HOUSE PREPAED SALAD 2 prepared to recipe and to GC appearance standards?</p> <p>Is IN-HOUSE PREPAED SALAD 2 to temperature or properly time stamped on the bar? Record temperature.</p> <p>Does IN-HOUSE PREPAED SALAD 2 taste correct?</p> <p>When tasting product ensure proper seasoning and flavor.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>No</p> <p>No</p> <p>No</p>
PQ-7	<p>Is SEAFOOD SALAD prepared to recipe and to GC appearance standards? If no, describe.</p> <p>Is SEAFOOD SALAD to temperature on the bar? Record temperature.</p> <p>Does SEAFOOD SALAD taste correct?</p> <p>When tasting product ensure proper seasoning and flavor.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>No</p> <p>No</p> <p>No</p>
PQ-8	<p>Juice dispensers are properly calibrated and serving temperature is between 35°F and 45°F (2°C to 7°C.) Dispensers are cleaned and sanitized correctly and are in good repair.</p> <p>Product stops flowing when dispensing button is released.</p>	<p>Yes</p>	<p>No</p>
PQ-9	<p>All in-use products are covered and stored properly.</p> <p>Leftovers are stored properly (on speed racks). Product in use (e.g., items in food warmers) are covered; items in use such as liquid eggs, shell eggs, etc. are in ice baths or refrigerated as needed.</p> <p>Freezers</p> <p>Coolers</p> <p>Dry Storage</p> <p>Reach-In</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p>
PQ-10	<p>Products are received properly upon delivery.</p> <p>Items are not stored on the floor and are stored at least 6 inches off the floor.</p>	<p>Yes</p>	<p>No</p>
PQ-11	<p>All products distributed through the restaurant comply with GC specifications.</p> <p>Only Golden Corral approved, spec products are served. McLane and US Foods labels</p>	<p>Yes</p>	<p>No</p>

	are clearly visible on boxes for GC spec products.		
PQ-12	<p>Prepped items are dated in all areas and rotated using FIFO (first-in, first out.) Rotation and dating of all products is according to GC procedures. Products are within their acceptable shelf life. All products have a production and use-by date. (Re-dating of products will not earn points. Shelf lives and dating of promotional products will be measured under this area.)</p> <p>Dry Storage Refrigerators Freezers</p>	<p>Yes Yes Yes</p>	<p>No No No</p>
PQ-13	<p>All food products are organized with all like items labeled and stored together off the floor. There is unrestricted airflow all around cases which have proper inventory labels. All products are stored to prevent cross-contamination with all items covered. Cold products are stored properly upon delivery and not left at room temperature. Products in storage are stored at least 6 inches off the floor. All products in dry storage, freezers, and coolers are covered. There is proper storage of leftovers (on speed racks.)</p> <p>Dry Storage Refrigerators Freezers</p>	<p>Yes Yes Yes</p>	<p>No No No</p>
PQ-14	<p>All pans on the bar are full. (The goal is for pans to be filled within 1 minute, 3 minutes maximum. Evaluate how long a pan remains empty until it is filled on the buffet. 3 minutes = an empty pan.)</p>	<p>Yes</p>	<p>No</p>

TRAINING			
T-1	<p>100% of employees who have been employed for 30 or more days are certified in one or more positions and are properly certified in Safe Tracks. Co-workers must be certified within 30 days of hire to earn points. Verify Safe Tracks certification. Co-workers who have been hired for fewer than 30 days are exempt from the 100% rule.</p>	<p>Yes</p>	<p>No</p>
T-2	<p>Crew Trainers and Leaders have been designated for the prep area.</p>	<p>Yes</p>	<p>No</p>
T-3	<p>Appreciation programs are in place (such as "Golden Nuggets").</p>	<p>Yes</p>	<p>No</p>
T-4	<p>Pre-Shift Checklists are completed properly for the shift.</p>	<p>Yes</p>	<p>No</p>
T-5	<p>All Managers are certified in ServSafe.</p>	<p>Yes</p>	<p>No</p>
T-6	<p>All Co-workers have a professional appearance with clean and well-maintained approved uniforms. All Co-workers are well groomed, have clean nails, practice good personal hygiene, and do not chew gum. All Co-workers' shirts are tucked in, and they are wearing the proper hats with their nametags visible. Co-workers must be in the approved Co-worker uniform.</p>	<p>Yes</p>	<p>No</p>
T-7	<p>All Managers have a professional appearance with clean and well-maintained approved uniforms. All Managers are well groomed, have clean nails, practice good personal hygiene, and do not chew gum. All Managers' shirts are tucked in. Manager must be dressed in an approved Manager uniform.</p>	<p>Yes</p>	<p>No</p>
T-8	<p>All promotional training videos have been watched by pertinent Co-workers.</p>	<p>Yes</p>	<p>No</p>