

BROADWAY
Restaurant Group

LEARNING THROUGH LEADERSHIP



CHEFTM

PEOPLE, SALES, PROFIT



About this Document

This document is intended as the syllabus for Broadway Restaurant Group's CHEF system training program. Upon completion of this course you should have a complete working knowledge of CHEF components, Reporting Systems, and Usage. Through this knowledge you will be able to improve guest satisfaction in your restaurants, reduce kitchen work - load during peak times and improve food variance levels within your store.

Revision History

Version	Date	Author	Description of Change
1.0	9/23/2019	Corey Pool	Introduction of Document
1.1	9/27/19	Corey Pool	+ Grading and Commitment
1.2	10/10/19	Corey Pool	+Pan Swap, Save Reminder
1.3	11/6/19	Corey Pool	+Auto Cons, Cook Amounts
1.4	11/21/19	Corey Pool	+Update Shut Down Procedures

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Introduction to CHEF

What is CHEF

CHEF is a product management tool in our kitchens that manages and monitors the quantity of food products prepped, cooked, and held so as to guarantee the safest and most fresh product possible.

Sicom CHEF uses historical sales levels from your POS system to accurately predict your inventory needs. CHEF not only calculates the amount of product to cook to help your kitchen be prepared, it also calculates when to cook the product using the correct number of full batches!

Chef is constantly creating efficiency by taking what you've traditionally sold, what you have on hand, and what you're currently selling to dynamically plan for the rushes and adapt to the lulls. Each holding unit is tracked and timed – CHEF knows where you're at, and where you need to be.

The CHEF's persistent inventory tracking actively discourages waste or selling expired items – once items are added to your holding unit, they're tracked by their prescribed hold times until they're wasted or removed from their pan. Your kitchen staff uses a simple and accessible touch screen interface that matches the physical layout of the product holding units in your restaurant to allow you to see what's cook and what's on hand at a glance.

This guide intends to help you to get the most out of CHEF. The following sections outline what CHEF provides, and how to use it effectively in your restaurants.

Summary of Training

Broadway Restaurant Group will use a multi-faceted approach to helping you master the CHEF kitchen system.

BK Link

This should be completed prior to taking this class and early in your orientation as a new employee of Broadway Restaurant Group.

Crew Training Video

This video will give you an in depth look into the uses of CHEF as a crew member. It will provide visual examples of the different functions, capabilities, and uses.

<https://youtu.be/a1WBV81XD28>

Advance Operations Video

This video will deep dive into CHEF's more advance features and capabilities. Here you will learn about all the "bells and whistles" that make CHEF such an integral part of food safety and guest satisfaction.

<https://youtu.be/BC71YhybD54>

Chef Systems Classroom Style Training

During this portion we will walk you through the full usage of CHEF systems through the web portal, and also the main interface itself. We will step you through all capabilities and prepare you for the hands-on portion of our training.

CHEF Systems Kitchen Training

Here is where it gets interesting! Later in this course, your trainer will take you back into the kitchen of one of our Burger King Restaurants and together, you will have hands on experience and interaction with all portions of the CHEF Kitchen system.

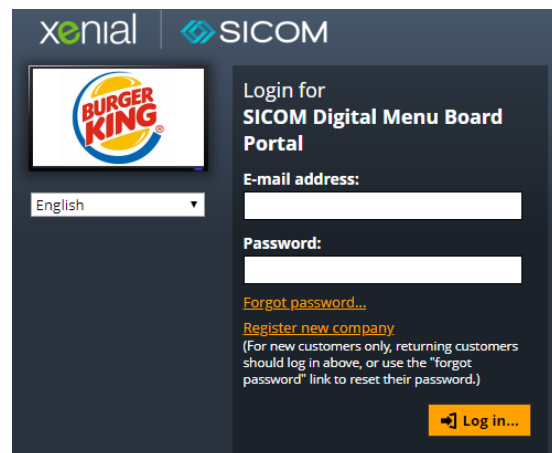
CHEF Systems Classroom Training

CHEF Portal Configuration


The CHEF online portal is where you go to setup all features of the CHEF system. Pan Assignments, dayparts, Equipment – it is all found here and your trainer is going to show you how to use it.

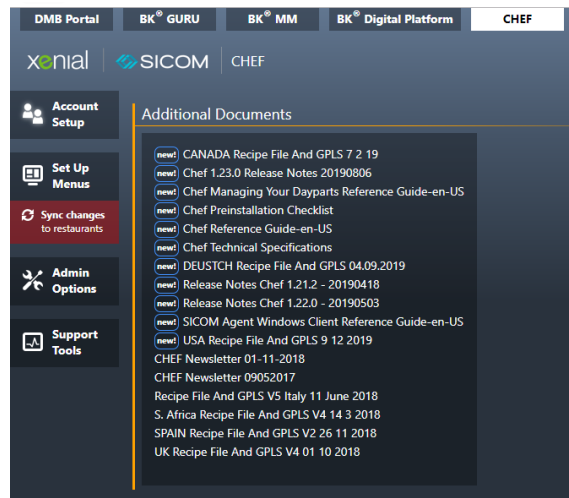
Logging in to the CHEF Portal

You can reach the port through any web browser by going to <https://bkdmb.sicomasp.com>.



Enter the registered E-Mail address and valid password into the provided fields. Then Click

 to proceed to your main management menu:



Accessing Your CHEF Menus

Once logged into the CHEF Portal, you can click the “CHEF” tab to access configurations for CHEF units in your restaurants.

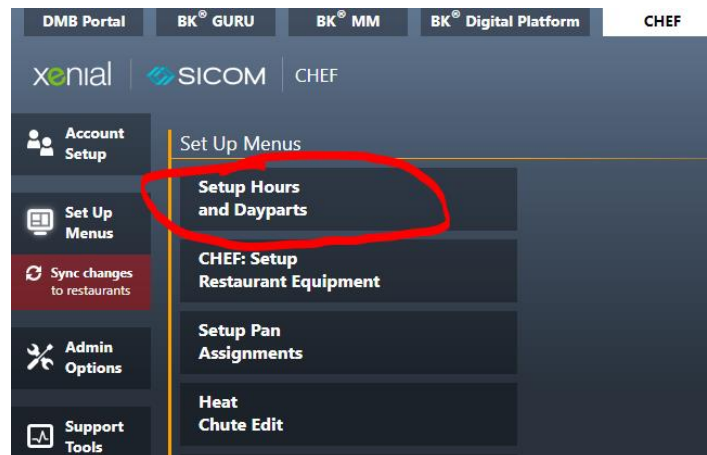


Set UP Menus

Click “Set Up Menus” to access the essential settings which govern the behavior of your CHEF units.



Setup Hours and Dayparts

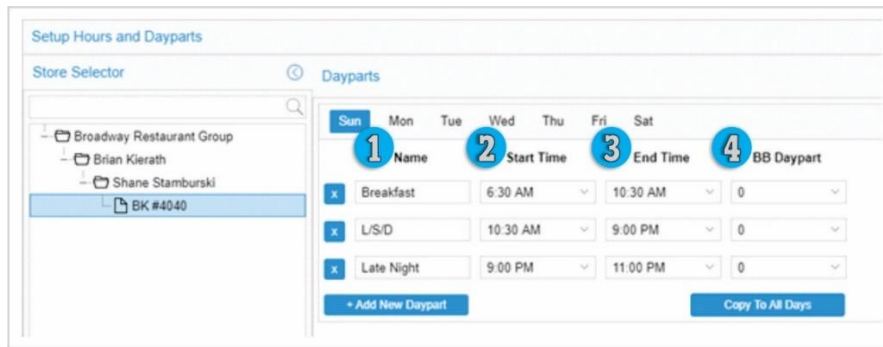


Here you can determine the dayparts that will display on your CHEF unit, and when daypart specific products will display in your holding units (such as eggs for breakfast versus burgers for lunch). Day parts cannot overlap. If the “Add New Daypart” option is grayed out in your menu, it means you’ve already added times which encompass an entire 24 hour period.



Note

If your restaurant is not a 24 hour restaurant, SICOM recommends that you set your first daypart to begin 30 minutes before your restaurant opens, so that your PHUS have time to warm up to their appropriate temperature.



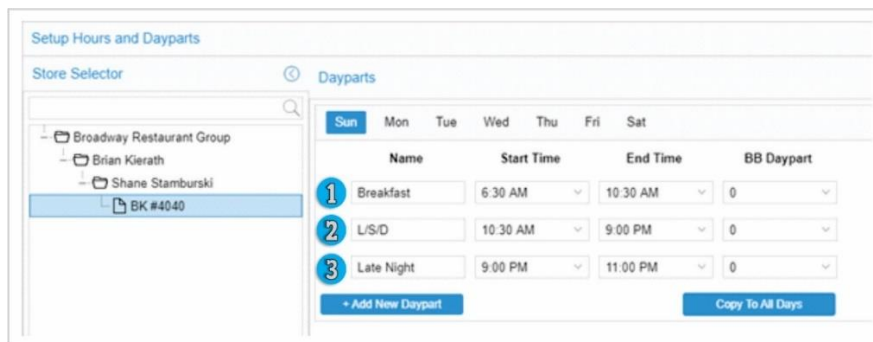
1. NAME: Assign a descriptive name for your daypart. This name will appear at the top of your CHEF unit during its assigned time:
2. START TIME: The time when the daypart begins.
3. END TIME: the time when the daypart ends.
4. BB Daypart: always a 0. This is not applicable to any of our locations.

DayParts

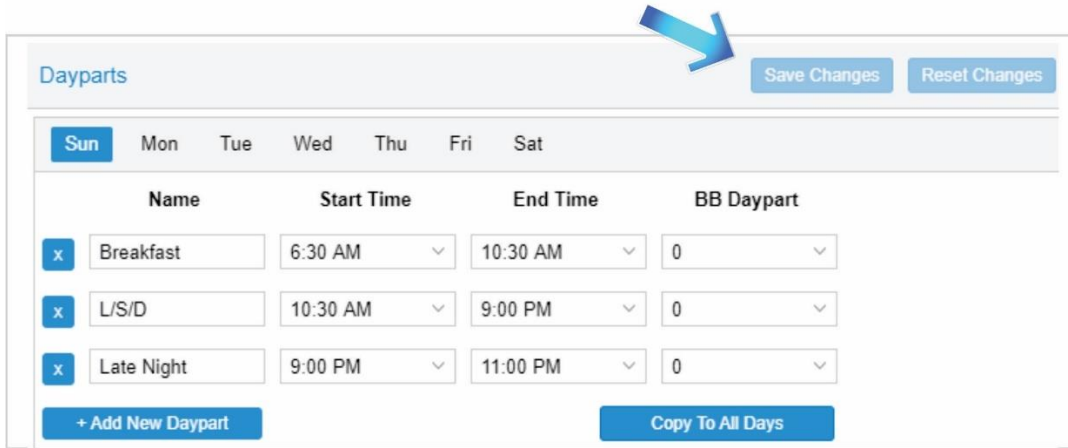
What is a daypart? Dayparts are periods of time in a restaurant where the food items sold are from only a specific category, or certain items are in higher demands than others. For example – Burger King only serves Croissanwich and hash browns during breakfast. This means that during breakfast time, we need to be able to hold eggs and sausage ready to serve. During lunch however, we do not need these eggs, so it makes sense to split this into two dayparts. A Breakfast, and an L/S/D. L/S/D represents Lunch/Snack/Dinner. This daypart covers are three busiest times of day that serve only non-breakfast items. The final daypart, Late Night, serves only non-breakfast items, but focuses on a much lower volume, so it will utilize less space, and allow easier cleaning and nightly maintenance.

Let's start by configuring Sunday. Please click on the "Sun" tab.

- 1) Type the name Breakfast in the name column on the first line. Enter a start time of 30 minutes prior to store opening. Enter an end time of 10:30 AM
- 2) Type the name L/S/D in the name field of the second line. The start time should be 10:30 am, and the end time should be 9:00 pm
- 3) Type the name Late Night in the name field of the third line. The start time should be 9pm, and the end time should be 30 minutes hour prior to close.



Once these are all entered – Don't forget to Save your changes.



Dayparts

Sun Mon Tue Wed Thu Fri Sat

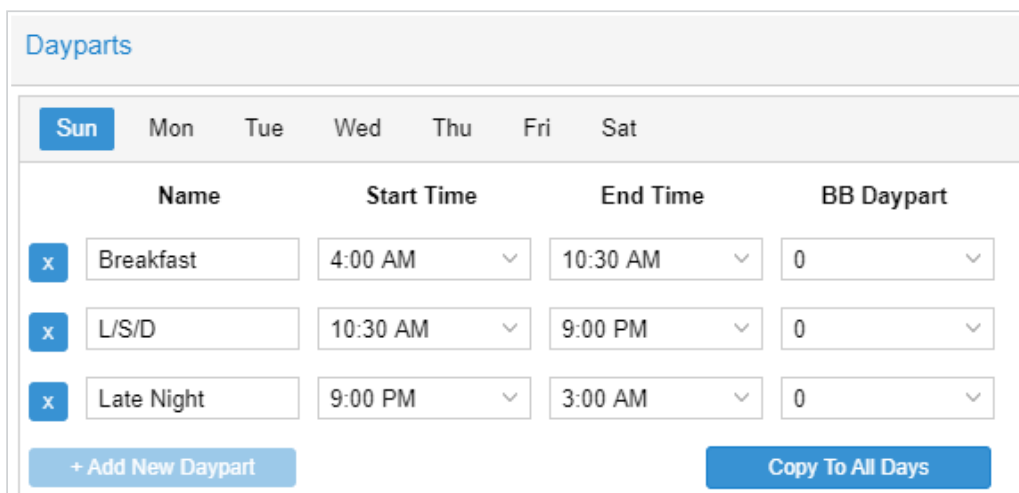
	Name	Start Time	End Time	BB Daypart
<input checked="" type="checkbox"/>	Breakfast	6:30 AM	10:30 AM	0
<input checked="" type="checkbox"/>	L/S/D	10:30 AM	9:00 PM	0
<input checked="" type="checkbox"/>	Late Night	9:00 PM	11:00 PM	0

+ Add New Daypart Copy To All Days Save Changes Reset Changes

Now that we have finished Sunday, we need to repeat this same process for each of the other days.

For stores that are 24 hours, you should follow the below guideline for dayparts to ensure accurate scoring.

- Breakfast – 4am to 10:30am
- L/S/D – 10:30am to 9pm
- Late Night – 9am to 3am



Dayparts

Sun Mon Tue Wed Thu Fri Sat

	Name	Start Time	End Time	BB Daypart
<input checked="" type="checkbox"/>	Breakfast	4:00 AM	10:30 AM	0
<input checked="" type="checkbox"/>	L/S/D	10:30 AM	9:00 PM	0
<input checked="" type="checkbox"/>	Late Night	9:00 PM	3:00 AM	0

+ Add New Daypart Copy To All Days



Note

Remember to set your breakfast time to start 30 minutes before your restaurant opens, and the end time of late night to be on hour before your restaurant closes. ALWAYS remember to save your work before moving on to the next day!

Setup Pan Assignments



Note

Make sure you do your pan assignments right after you set your dayparts or you won't have anything assigned to bays regardless of initial setup.

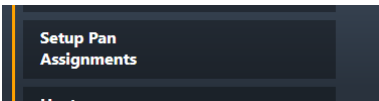
Here you can assign products to pans within your Product Holding Units (PHUS). You can change which pans are assigned during different dayparts. This way – you can have eggs when you need them for breakfast, and Impossible Whopper Patties for when you need them during lunch.

Now you will work with your trainer to fill out our CHEF PHU Pan Setup Sheet (also found in appendix a). You will identify what products you want to keep in what bays, and during what dayparts. By completing this sheet ahead of time, you will know exactly how you want the system setup before you even get started making changes in the portal. Keep in mind that you will need to incorporate lunch spots during breakfast to make for a smooth changeover. Ensure that the lunch spots are positions in the same spots that they will be held in for the rest of the dayparts for accurate timing of pans during the changeover period.

CHEF PHU Pan Setup

				Store# <input type="text"/>			
SPEC 1 (2X4)				MAIN 1 (2X4)			
SPEC 1 (3X4)				MAIN 1 (3X4)			
SPEC 2 (2X4)				FRY (2x4)			
SPEC 2 (4x2)				PASS			

Clicking on “Setup Pan Assignments” will take you to a menu to make changes to the PHU layout.




Setup Pan Assignments #4040

- Broadway Restaurant Group
 - Brian Kierath
 - Shane Stamburski
 - BK #4040

Holding unit: Select Holding Unit

To assign pans to holding units, follow the steps below:



11 | Page



1. Select your target holding units from your configured holding units.
2. Select a target day to configure.
3. Select a target daypart.
4. Choose from a list of available products which have been provided to SICOM from Burger King.

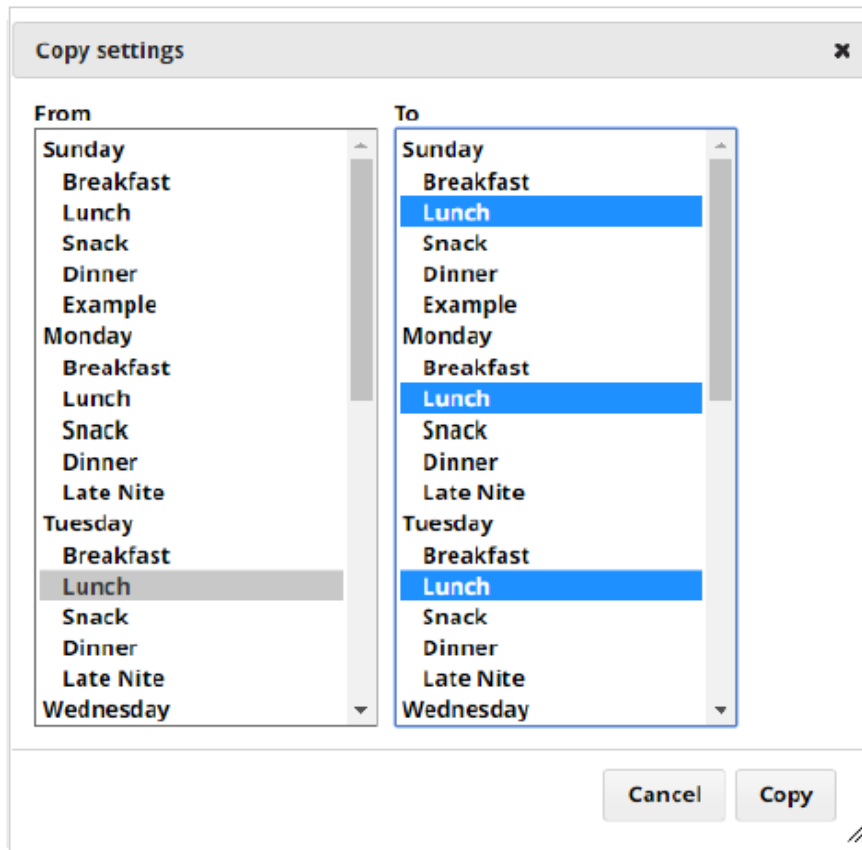


Note

You should always add products as if you were looking at the PHU with the power button on your right-hand side.

Once you finish setting up that PHU for Sunday, it is best practice to use the COPY SETTINGS button and copy to all days.

1. Click Copy Settings
2. Click the Daypart on the left column that you are copying from
3. Click the Dayparts (multiple days by holding CNTRL) on the right-hand column you are copying to.
4. Click Copy, and then Save.



You need to complete this process for all PHUs, on all days, and all dayparts. Remember – Copy settings is a great time saver.



Note

Always double check to make sure your pan assignments saved! Sometimes the portal will time out and not save properly.

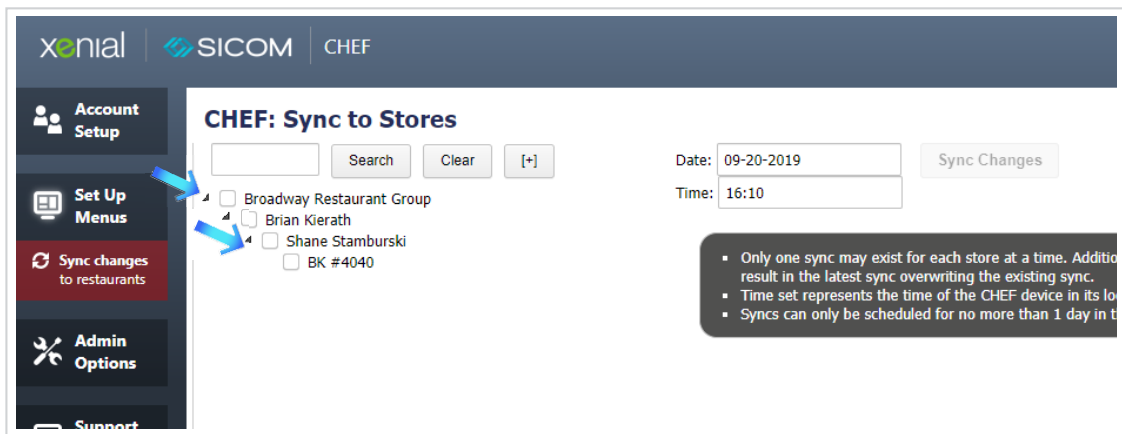
Syncing Your Changes

After you have changed a setting for any CHEF unit, you must synchronize (sync) your change for that store in order to put your change into effect. Merely making a change and saving it will not implement the change for the operations of the CHEF unit. It is not necessary to sync immediately after every change. You can complete all needed changes, and then sync all of them in one session. Syncing changes for multiple CHEF units across multiple stores can be performed at one time. The CHEF checks for new data updates every 15 minutes.

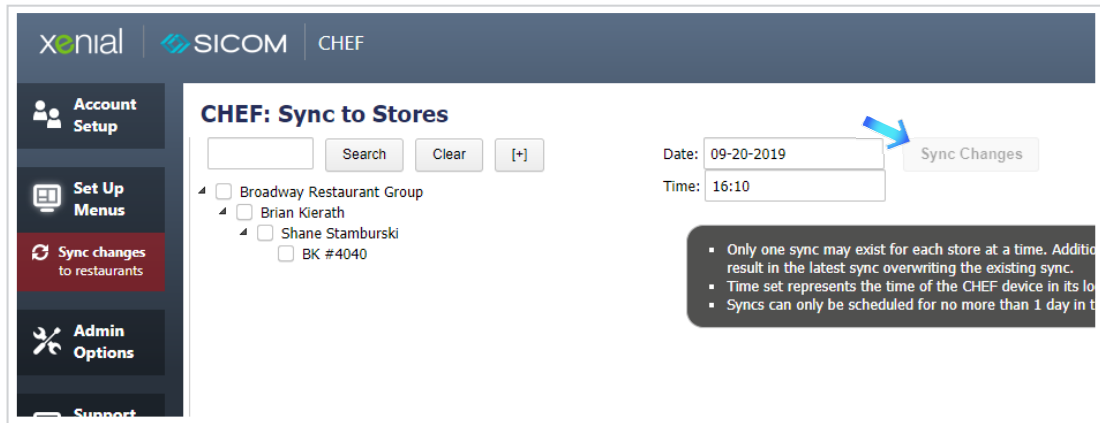
- Initiate the syncing procedure by clicking the Sync Changes to restaurants button on the left side of your portal screen.



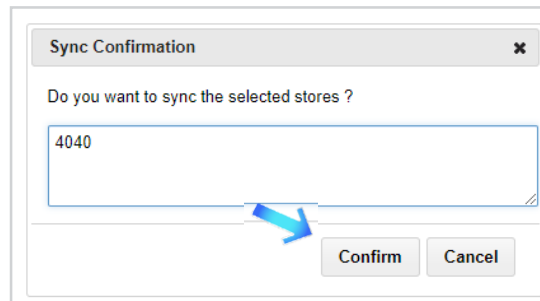
- You have the option of either initiating the sync immediately or establishing syncs for some specified future date and time. In either case, you must first select the specific stores for which you want the sync to be performed. In the HEF: Sync to Stores portion of the screen, select the check boxes of all the stores that you want to synchronize.



- To initiate the sync immediate for you stores, click the Sync Changes button near the upper middle of the screen.



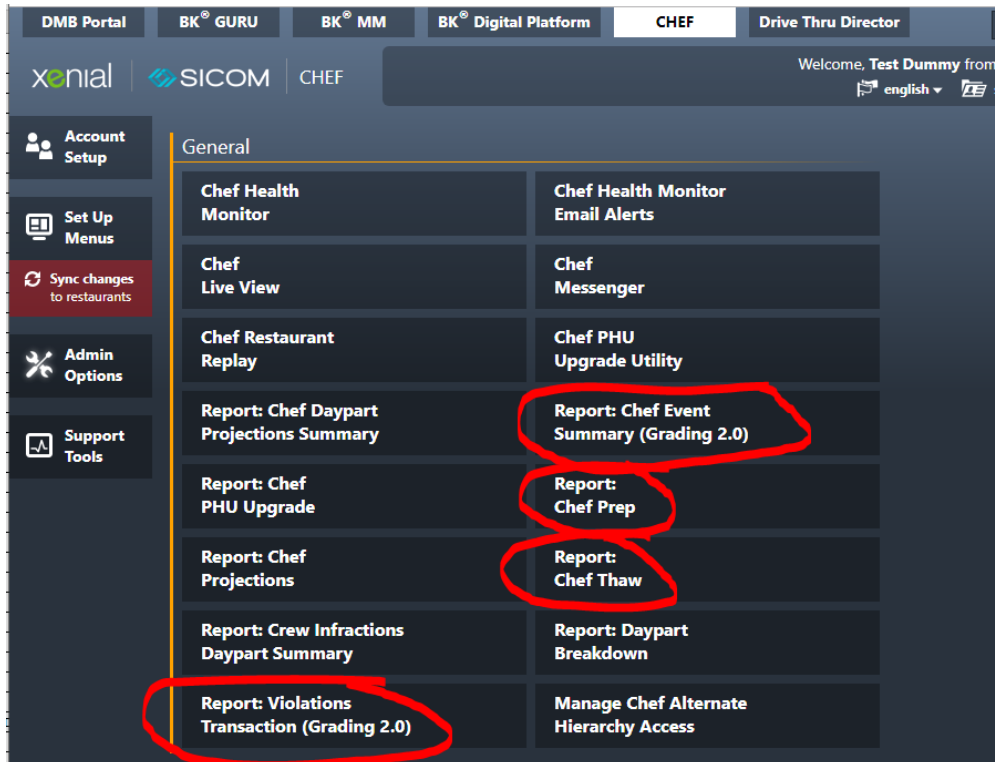
- When the Sync Confirmation dialog box appears, click CONFIRM if you want to proceed with the sync, or click Cancel otherwise.



Admin Options Tab

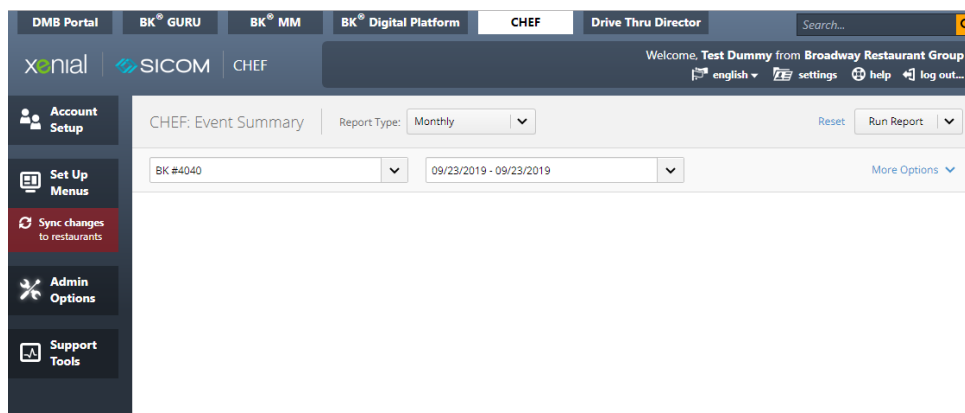
Under the Admin Options Tab you will be presented with the following items:

- Report: Chef event summary (grading 2.0) – for scoring and diagnostics
- Report: Chef prep – to print prep charts/
- Report: Chef Thaw – to print your thaw charts.
- Report: Violations Transaction (Grading 2.0)



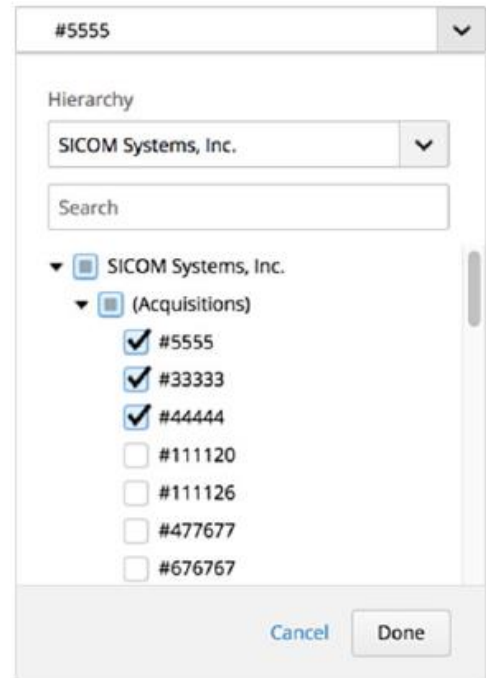
How to Run Reports

Clicking a specific report button will take you to the report configuration screen



Select from the Store Hierarchy:

When you click the drop-down arrow of the Store Hierarchy dialog box, you can select a particular store, or a set of stores, for which to run the selected report. Every report has a Store Hierarchy dialog box, and you must select at least one store to run the report.

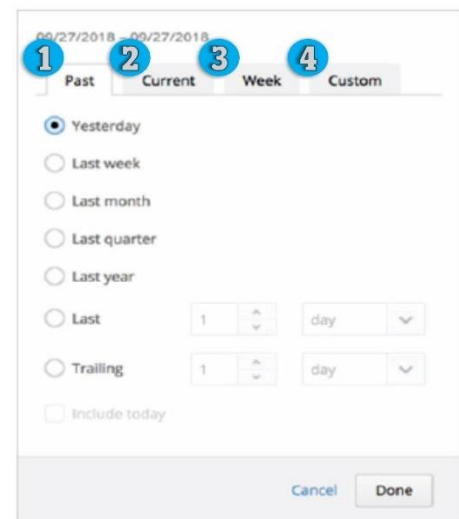


you

Select a Date or Time Span for the Report:

When you click the drop-down arrow of the Time Span dialog box, you can select a particular date, or a span of time, for which to run the selected report. The Time SPAN dialog box is common to every report. To run a report, you must either select a time span or default to the current date. The dialog box has four tabs: Pas, Current, Week, and Custom.

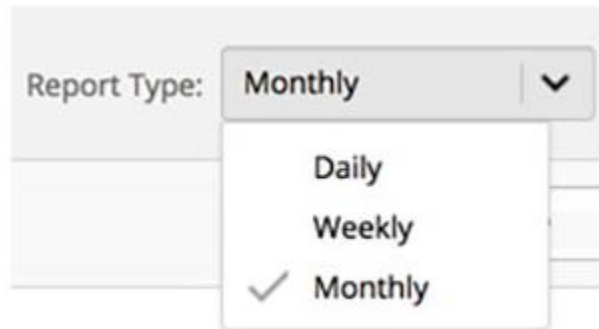
- 1) **PAST** tab allows you to select from multiple time spans of the past.
- 2) **CURRENT** tab allows you to select from multiple time spans that include the current date.
- 3) **WEEK** tab allows you to select any week of any month.
- 4) **CUSTOM** tab allows you to specify a customized time span between calendar dates.



tow

Select the Report Type

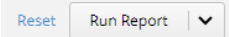
A few of the reports will display the REPORT TYPE dialog box. It allows you to select a time period for the report: daily, weekly, or monthly. When you click the drop-down arrow of the REPORT YPE dialog box, you can select a period for which to the run the selected report.



ADDITIONAL OPTIONS

The MORE OPTIONS dialog box enables you to select from a set of report - specific options. The set of options may include the ability to filter and sort the report data columns, to limit the data to certain times of day, a certain daypart, or to select some report-specific parameter. Not every report will have this dialog box, and, for reports that do have it, the types of options and range of options different from report to report.

RUNNING THE REPORT

After you have completed selection of the report options, click  button near the upper-right corner of the report screen. Your selected report will appear on the screen., If you click the adjacent dropdown arrow, you will see several options or exporting the report to various types of file format.

Chef Event Summary (grading 2.0) – for Scoring and Diagnostics.

This report will give us valuable information as it relates to Points earned, Points Missed, and Manual Loads.

Store #	Interval	Daypart	Time Period	Percent Grade Score	Total Points Earned	Total Points Possible	Points Earned Cooked	Points Earned Cook On Time	Points Earned Empty On Time	Points Missed Never Cooked	Points Missed Cook Delay	Points Missed Discard	Points Missed Delay	Manual Load
4040	09/01/2019	Breakfast	05:00 - 10:30	78.7	311	141	42	36	33	12	18	0	2	
4040	09/01/2019	Lunch	10:30 - 14:00	61.6	173	281	67	41	65	41	67	0	6	
4040	09/01/2019	Snack	14:00 - 17:00	64.7	97	150	31	29	46	21	32	0	29	
4040	09/01/2019	Dinner	17:00 - 20:00	57.1	84	147	36	13	35	29	43	0	12	
4040	09/01/2019	Late Night	20:00 - 05:00	80.3	105	130	33	26	48	9	16	0	4	
Subtotal:				D+	67.1	578	849	209	136	225	103	176	0	44
Total:				D+	67.1	578	849	209	136	225	103	176	0	44

- 1) You can see it is broken out into your individual dayparts.
- 2) Following along to the right, you can see the actual grade and % score each daypart earned.
- 3) Next you can see the total Points earned, and total points possible
- 4) Lastly, the report breaks down the areas where you may have lost/earned points.

Your opportunities to earn points include:

Cooked	Points Earned			Points Missed		
	Cook On Time	Empty On Time	Never Cooked	Cook Delay	Discard Delay	Manual Load
09/23/2019						
1	1	0	0	0	0	0
2	2	0	0	0	0	0
0	0	0	1	1	0	0
5	5	0	0	0	0	0
2	1	0	0	1	0	0

- 1) Points earned cooked – this represents the points you earned from cooking the product on time, as well as emptying phu bays on time.
- 2) Points Missed – These are points that you were penalized for. Product that you never cooked, Product that you took too long to cook (also know as cook delay), and discard delay (Product you failed to discard even after the hold timer had expired)

Manual Loads – This represents the number of times per day a user added a product to a PHU bay that CHEF was not calling for. Ultimately – we should rarely have to use manual loads if we are using CHEF properly. The goal should always be to have less than 50 manual loads per day.

Delay	Manual Load
0	
0	
0	
0	
0	
0	

Here is a breakdown of the CHEF grading system for a more detailed approach to how points are awarded.


Grading

Grading is based on earning points throughout the day by following Chef to cook and discard products. For every item added to the cook list there are 3 opportunities.

Opportunity	Possible Points	Violation
Loading PHU with Product on Cook List	1	Never Cooked
Loading PHU with Product within Cook Delay	1	Cook Delay
Discarding Product within 1 minute after hold time ends	1	Discard Delay

Points are not awarded for loading product not listed on the cook list. When emptying a manually loaded product, you will receive 0 for 0 if you empty it before expiration, 1 for 1 if it expires and you empty it within 1 minute of expiration, and 0 for 1 if you empty it after 1 minute of expiration. Timer bars must be pressed to award points.

Cook Delay is generally 3x the product’s cook time unless otherwise listed on the GPLS file available on SICOM Portal.


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CHEF: Prep Report

The Prep Report informs you about the amounts of various products that the CHEF recommended for you to prepare for an entire specific day, and it displays the amounts of those products that the CHEF predicted would be used during certain periods of that day.

This report should be printed every morning for our opening person to use as reference for prep to be completed. Using this report properly will help prevent a store from running out of prep/product during peak periods.

Here is how the report breaks down:

CHEF: Prep Report
 [#2017]
 From: 11/25/2017
 Printed On Mon Nov 25, 2:25 PM

Item	Unit	2 AM	5 AM	8 AM	11 AM	2 PM	5 PM	8 PM	11 PM	Total
BBQ Sauce	Bottle16oz	0.0	0.0	0.0	2.6	2.5	0.0	0.0	0.0	5.1
Bacon	Pan-60sl	0.0	0.0	0.4	0.6	0.4	0.4	0.1	0.0	1.9
Biscuits	Tray-12pc	0.0	0.1	1.1	0.0	0.0	0.0	0.0	0.0	1.2
Buffalo Sauce	Bottle16oz	0.0	0.0	0.0	0.1	0.1	0.0	0.0	0.0	0.2
Cheese	Pan-50sl	0.0	0.2	1.2	2.4	1.5	1.6	0.5	0.0	7.4
Coffee, cooling	Jug-48oz	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Cookies	Tray-12pc	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Crispy Onions	Pan-18oz	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Ketchup	Bottle16oz	0.0	0.0	0.0	2.5	1.6	1.9	0.5	0.0	6.5
Lettuce	Pan-32oz	0.0	0.0	0.0	1.4	0.9	1.1	0.3	0.0	3.7
Marinara Sauce	Bottle16oz	0.0	0.0	0.0	0.1	0.0	0.0	0.0	0.0	0.1
Mozzarella Cheese	Pan-12sl	0.0	0.0	0.0	0.4	0.2	0.1	0.0	0.0	0.7
Mushrooms - Portabella	Pan-12oz	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Mustard	Bottle16oz	0.0	0.0	0.0	0.3	0.2	0.2	0.0	0.0	0.7
Onion Rings	Pan-20pc	0.0	0.0	0.0	2.5	1.2	1.7	0.7	0.0	6.1
Onion Slices	Pan-24oz	0.0	0.0	0.0	0.7	0.4	0.5	0.1	0.0	1.7
Oreo Crumbles	Pan-28oz	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Pancakes	Pan-14pc	0.0	0.2	0.6	0.0	0.0	0.0	0.0	0.0	0.8
Pickles	Pan-384sl	0.0	0.0	0.0	0.7	0.5	0.5	0.2	0.0	1.9
Relish	Pan-16oz	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

1. The name of the inventory ingredient that needed to be prepared.
2. The unit of measure that the prep charts used when advising you to prepare the ingredient.
3. The amount of the ingredient that the CHEF predicted to be used during a particular time window. These time windows are determined by your parent brand.
4. The total amount of the ingredient that the CHEF predicted to be used throughout the entire sales day.

CHEF: Thaw Report

The Thaw report informs you about the amounts of various products that the CHEF recommends for you to pull for thawing for any specific day. This report should also be printed each morning for your openers to use and verify the correct amount of product is thawing.

DMB 111 PORTAL

CHEF: Thaw Report
 [BK# 4040]
 From: 09/23/2019
 Printed On Mon Sep 23, 2019 02:04 PM

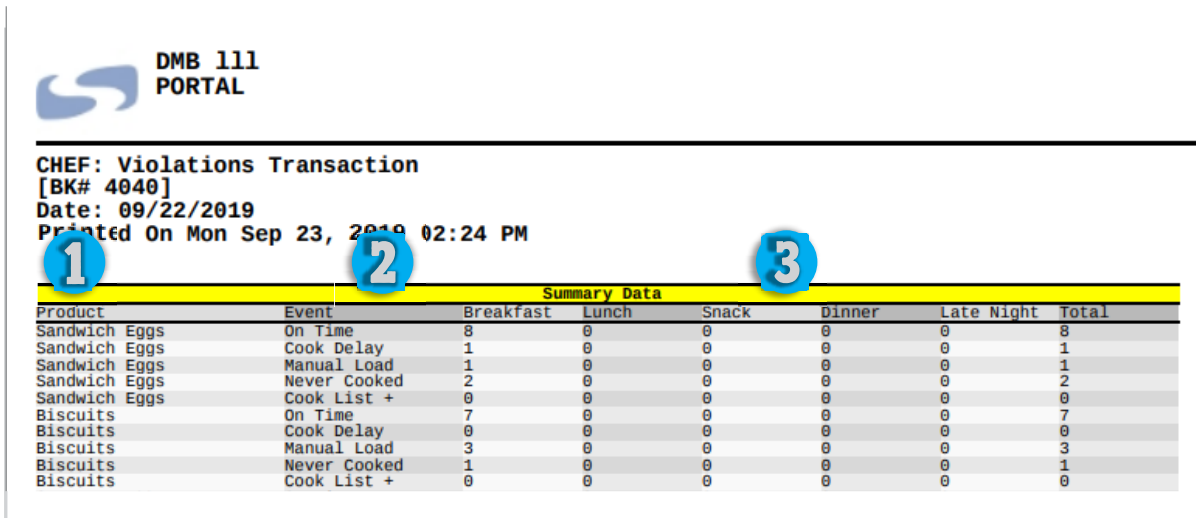
Item	Unit	Needed
Croissants	Tray-30pc	21
Grilled Chicken Fillets	Piece-1pc	26
OREO Cheesecake	Piece-1pc	0
PB&J Jamwich	Each-1ea	0
Pies, Apple	Piece-1pc	6
Pies, HERSHEY'S Sundae	Piece-1pc	20
Pies, Pie made with TWIX Pieces	Piece-1pc	6
Potato Bun	Tray-25pc	7
Pretzel Bun	Each-48ea	1
Pulled Pork	Pan-18oz	3
Sausage Gravy	Pack-32oz	0
Sourdough Bread	Bag-16pc	0
Tortillas	Pack-12pc	2
Tortillas Sm	Pack-12pc	3

Later, during the kitchen training, your trainer will show you how to enter this into the CHEF computer itself.

CHEF: Violations Transaction

This report will give the violations occurred (points missed) through the day. It can help you find out exactly where the team can be coached or praised.

Here is how the report Breaks down:



		Summary Data						
Product	Event	Breakfast	Lunch	Snack	Dinner	Late Night	Total	
Sandwich Eggs	On Time	8	0	0	0	0	8	
Sandwich Eggs	Cook Delay	1	0	0	0	0	1	
Sandwich Eggs	Manual Load	1	0	0	0	0	1	
Sandwich Eggs	Never Cooked	2	0	0	0	0	2	
Sandwich Eggs	Cook List +	0	0	0	0	0	0	
Biscuits	On Time	7	0	0	0	0	7	
Biscuits	Cook Delay	0	0	0	0	0	0	
Biscuits	Manual Load	3	0	0	0	0	3	
Biscuits	Never Cooked	1	0	0	0	0	1	
Biscuits	Cook List +	0	0	0	0	0	0	

1. The name of the ingredient that CHEF is monitoring and calling for.
2. The type of event that occurred. This is the description of the infraction that cost you your point.
3. Here it breaks out the number of infractions for each daypart. This allows you to use specific, actionable data to coach your team.

Now that you have learned all about the CHEF portal and reporting system, It is now time to head back to the kitchen!

CHEF Systems Kitchen Training

As promised, it is time to get moving and check out the CHEF system while in use in our restaurant! Your trainer is not going to take you back into the kitchen and together, you will have hands on experience and interaction with all portions of the CHEF Kitchen system.

Overview of Primary Screen



Note

As Best Practice - CHEF system should be shut off every night at closing. For 24 hour stores, you should power down at 3:30am, and back up at 3:45am.

Here is an overview of the primary CHEF screen. You will use this screen 95% of the time.

The screenshot shows the 'Chef Live View #4040' interface. At the top, it displays the time '1:56 PM' and 'Snack' (callout 1), and the current day part 'L/S/D: D+' and 'All Day: C' (callout 2). The interface is divided into several sections: 'BROILER' with items like '8 WHOP' (12m) and '8 WHOP' (10m) (callout 3); 'FRYER' with '30 CNUG' (12m) and '1 CKJR' (3m); 'HOLDING UNITS' with 'MAIN BOARD' and 'SPEC BOARD' containing various items like 'IMPS', 'GCHK', 'PORK', 'SPCH', 'JR18', 'CKJR', 'CRIS', 'WHOP', 'FISH', 'OCS' (callout 4); and 'FRY DUMP' with 'CFRY', 'MZST', 'CNUG'. At the bottom, there is a 'HEAT CHUTE' section with 'Build Time' (13:45, 14:40) and 'Taco (1)' (2, 0) (callout 8). The bottom navigation bar includes 'Overview' (callout 5), 'Thaw' (callout 6), and 'Prep' (callout 7). The version 'SICOM CHEF VERSION 1.21.2' is also visible.

1. Here is your time and current day part. If the time ever doesn't not match your current time, please notify your manager so they can create an OWL OPS ticket for service.
2. Here you see the CHEF's grade, which as previously discussed, is based on how closely you've been following the CHEF's requests and projections.

3. The cook list contains the items that CHEF predicts you'll need to start cooking, based on historical and current sales. **Should this ever reflect less than a full batch, it is important that this quantity is called out specifically to the kitchen to ensure accuracy.**
4. Overview – This is the primary screen that contains graphical representation of each PHU and the pans they contain. You should always ensure that every product is put in the pans that correspond with the images on this screen.
5. Thaw Charts takes you to the thaw chart screen showing you how much product you should thaw for that day. This is similar to the previous CHEF Thaw Report.
6. Prep Charts takes you to data similar to the CHEF Prep Report. This page is used the same way.
7. This icon takes you to your settings screen/Build Cards.
8. This last section represents your heat cute. This is a display of what finished products you should have staged for service. This updates every 15 minutes.

Now that we have done an overview into the system, lets take a closer look at the components.

Chef PHU Bay Color Coding


Below is an example of each of the possible bay color codes and what they represent.





BURG 62:46	Use this product now. Green means go!
BURG 71:11	Use this product next. Yellow means wait!
BURG (2:11)	Product Expired/Discard. Read means throw away!
CNUG	This is not needed at this time.
BURG	Product is in cook list. We will need it soon

Timer Bars


The timer bar runs along the front of the PHU cabinets and is where you can interact to tell the CHEF system if you are putting product in for holding, or discarding product.

TIMER BARS:



-  No Light – Not active or called for
-  Solid Green – Active Pan
-  Solid Yellow – Use Next
-  Solid Red – Called for in Cook List
-  Flashing Red – Expired Pan

Build Cards

CHEF has a built in reference system for all of the sandwiches that you will be making. Only a few clicks away. By clicking settings , then [X Build Cards](#), you will be taken to a screen showing all of our products.

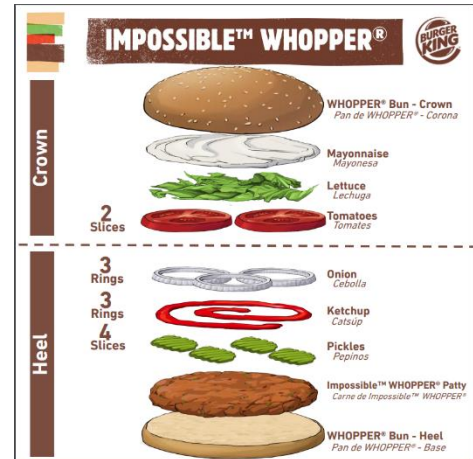
Build Cards

BACON CHEESE CRISPY CHICKEN SANDWICH	BACON CHEESE WHOPPER	BACON CHEESEBURGER	BACON EGG CHEESE CROISSAN'WICH	BACON KING
BACON SAUSAGE EGG CHEESE CROISSAN'WICH	BBQ BACON KING	BBQ BACON WHOPPER	BIG FISH	BIG KING XL
CHEESEBURGER	CHICKEN CAESAR SANDWICH	CHICKEN CLUB SALAD	CHICKEN JR.	CRISPY CHICKEN SANDWICH
CRISPY TACO	DOUBLE CHEESEBURGER	DOUBLE CROISSAN'WICH	DOUBLE QUARTER POUND KING	DOUBLE WHOPPER

[Close](#)

From there, simply tap the product you need assistance with, and Chef display the build card with all relevant information.

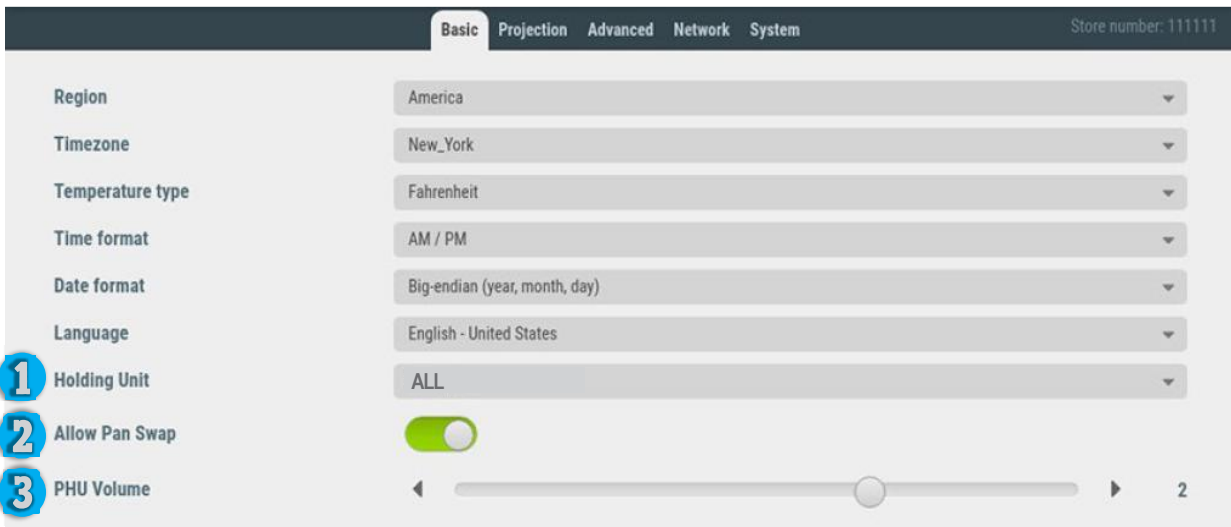
will



Configuration Screens

The configuration button (found under settings) takes you to a configuration screen with multiple tabs across the top. The only time you would be on this page is to verify all settings are correct. At no point should you adjust anything from what is specified below.

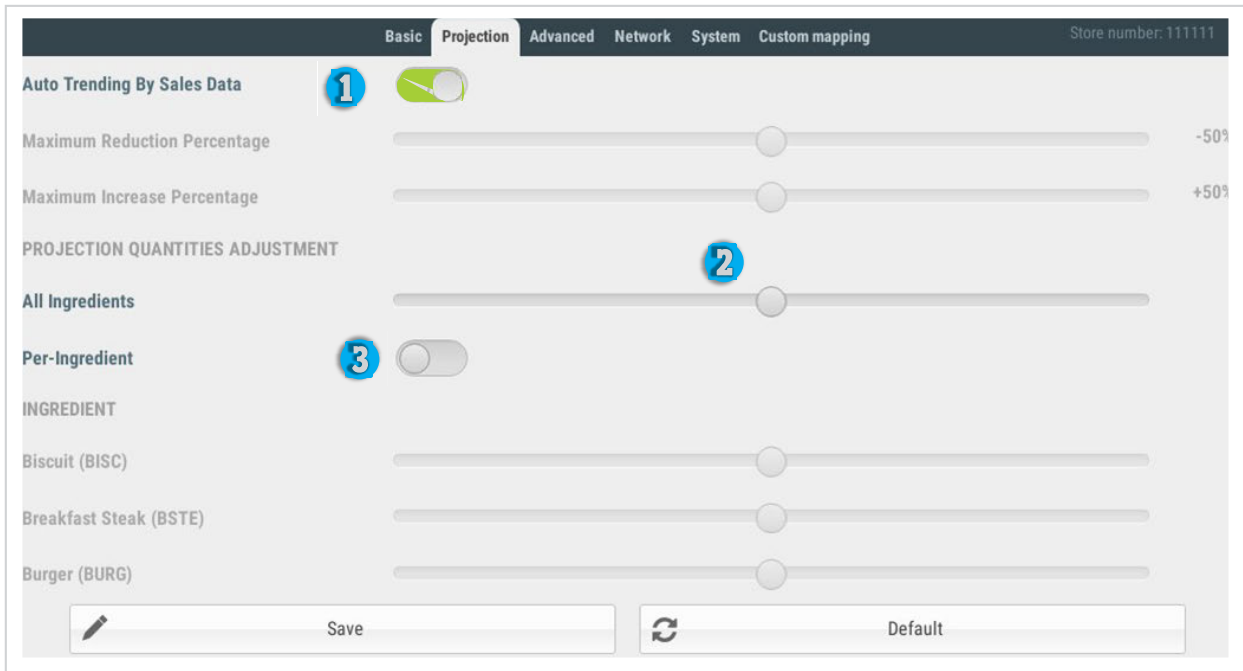
Basic



1. Holding Unit should always be set to all
2. Allow Pan Swap – This should always be set to on (button to right and green). This feature allows you to move pans from one cavity to another and still keep the hold time constant. This is very beneficial when changing from breakfast to lunch.
3. PHU Volume – Should always be on, and turned up all the way.

Projection

This page is what enables CHEF to accurately project products being cooked in the cook list. Any deviation from the example below will result in too much food being cooked, or not enough. These settings should always be exactly how they are shown.



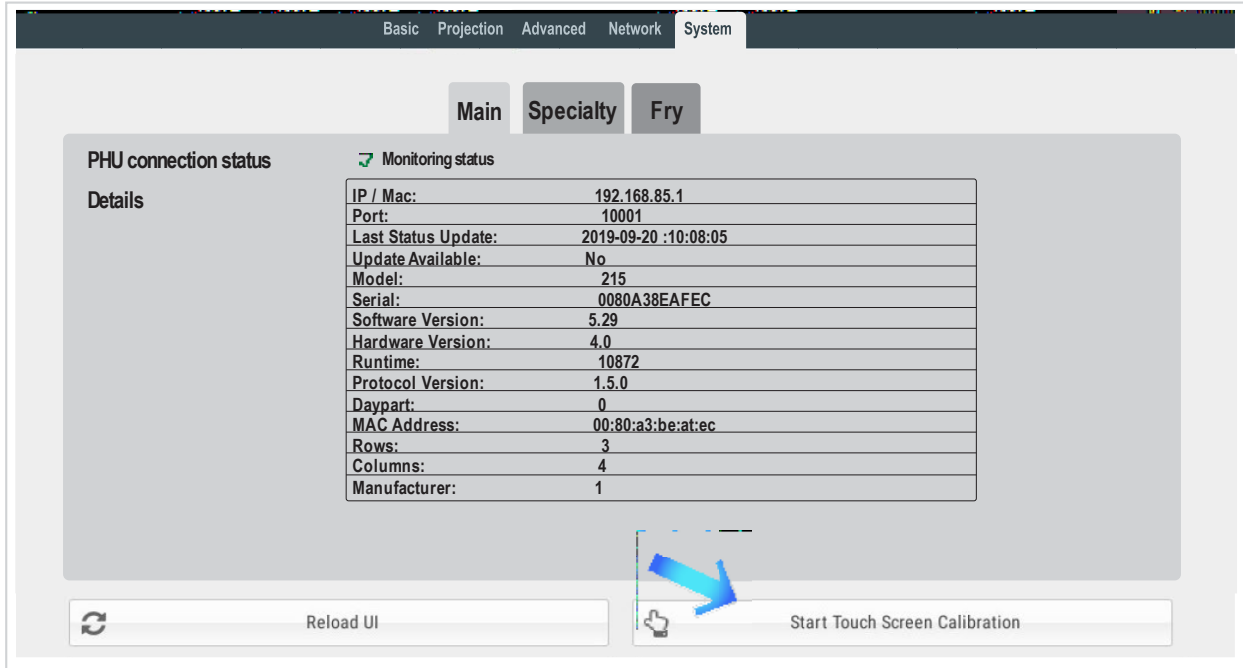
1. Auto Trending By Sales Data – Should be on.
2. All Ingredients – Should be at 0 (midpoint)
3. Per Ingredient – Should ALWAYS be off.

Advanced Tab and Network Tab

Only technicians should access these tabs. Making any changes to those tabs can result in complete shut down of your CHEF system.

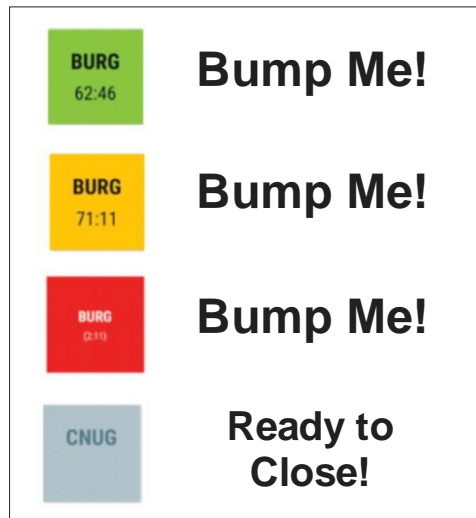
System

This tab is where you will go to calibrate your screen. Simply push the button and follow the on screen instructions.



CHEF Closing Procedures

When closing your restaurant, it is important to remember to clear all pans before turning your CHEF off at night. Simply verify on the CHEF screen that all bays are grey in color. Any bays that are green, yellow, or red, will need to be bumped.





Note

If you don't clear the products as shown, your system will carry over and start the next day with an "F"! Also - Don't forget to turn your system off at night.

Additional System Features

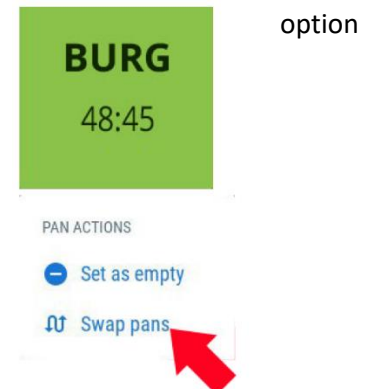
Aside from the basic operations of the CHEF system, there are additional features that will improve upon functionality. Pan swapping and auto consolidation are a two of these.

Pan Swapping

There are times when working with CHEF that you may need to move product from one bay to another, while still retaining the time settings. Situations where we are switching from Breakfast to Lunch, or even just to make pan's more accessible – a pan swap will make things easier.

To swap a pan, follow the steps below:

- 1) Press and hold the icon of the pan you would like to swap. You will see the pop up to swap pans:



- 2) Pans that are labeled with the same item as the pan you're swapping will be highlighted:



- 3) Tap on the highlighted pan you'd like to swap to, and that pan will take over that product and it's hold time.

Auto Consolidation

Auto consolidation is a way of keeping the cook list from becoming cluttered and difficult to read. At any point, based on system projections, the unit may call for less than a complete batch of product to be cooked. Standard practice would be to mark the product as cooking when product is dropped. By marking the product as cooking, it will turn the product blue on the cook list. In the event where the system calls for additional product, before you have marked the product as cooking, it will automatically update the original product to new amount instead of creating two sets of partial batches. If you have already marked the product as cooking – the system will create an additional cook list item.

Conclusion

This brings us to the end of the Broadway Restaurant Group CHEF Training Program. At this point you should have complete grasp of how CHEF is an integral part of our kitchen when it comes to food safety, food quality, and food management. You understand how to configure the PHUS and Dayparts. You have reviewed the reporting and understand how to interpret. You have a firm understanding of the scoring system and expectations. Most importantly – you have the tools and knowledge to let CHEF make your lives easier, and more productive in the kitchen!

Appendix A: CHEF PHU Pan Setup

CHEF PHU Pan Setup

				Store#	<input style="width: 80px;" type="text"/>
SPEC 1 (2X4)				MAIN 1 (2X4)	
SPEC 1 (3X4)				MAIN 1 (3X4)	
SPEC 2 (2X4)				FRY (2x4)	
SPEC 2 (4x2)				PASS	

Appendix B: CHEF Training Commitment Form

Chef Training 09/27/2019

Shane (DM)						
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OVERVIEW

How the system works:

How errors can be made:

What can be achieved through proper use:

Checks

RGM/DM/DO Access:

Health Monitor Check:

Adjust Day Parts:

Align PHU and Settings:

Violation Explanation:

Enhancements

Messaging:

Build Cards:

Thaw Reports/Charts:

Prep Reports/Charts:

Forecast Adj.: (overall & product):

Notes:

By signing this training commitment letter I agree that I have a thorough understanding of all above subject matter pertaining to the CHEF. I feel confident in my understanding of the system and ability to manage its use within my restaurants.

Signature: _____ Printed Name: _____ Date: _____

Signature: _____ Printed Name: _____ Date: _____

Signature: _____ Printed Name: _____ Date: _____

Signature: _____ Printed Name: _____ Date: _____

Signature: _____ Printed Name: _____ Date: _____

Signature: _____ Printed Name: _____ Date: _____

Appendix C: CHEF Grade Tracking Form



Chef Grade Tracking



INSTRUCTIONS:

- 1) Write your store number, the date of the start of the week (Wednesday), and your daily % goal as agreed to with your DM.
- 2) After each daypart, MOD must:
 - A) write in the Chef Letter Grade for that daypart and all day (eg. "B / B").
 - B) write in the names of all managers present at the store during that daypart.
 - C) text or email their DM with the daypart and all day grades.
- 3) Wednesday mornings, GM and DM review this completed sheet to identify managers with low scores and high manual loads. Sign at the bottom.
- 4) DM emails a picture of the signed sheet (scores and names should be clear) to the Director of Operations.

Store #

Week Starting
(Wednesday's Date)

DAILY GOALS

--	--

Day	Breakfast 10:30am		Lunch 2:30pm		Dinner 6:30pm		Late Night 10:30pm		ALL DAY Score %	Manual Loads #
	Grade	Manager(s)	Grade	Manager(s)	Grade	Manager(s)	Grade	Manager(s)		
WED	/		/		/		/			
THU	/		/		/		/			
FRI	/		/		/		/			
SAT	/		/		/		/			
SUN	/		/		/		/			
MON	/		/		/		/			
TUE	/		/		/		/			

GM & DM REVIEW:

1) Who is doing a great job with Chef?

2) Which Managers have scores consistently below the weekly goal?

3) What is next week's action plan to improve the performance of the Managers with the lowest scores?

SIGNATURES:

General Manager

District Manager