



CORNER
BAKERY.®





Welcome to Corner Bakery Cafe!!

We are so excited to have you in our family of BREADHEADS! This pocket guide is designed to help you become familiar with Corner Bakery, our Legendary Service, and our Best-in-Class food.

In 1991 the first Corner Bakery opened in Chicago. We were attached to Maggiano's with the plan to bake bread for Maggiano's and sell some over the counter. People began coming in asking for pastries and muffins, so we added those to the menu and coffee too. Then in 1993 we opened a location in the suburbs of Chicago and added soups and sandwiches on our fresh baked bread to the menu. By 1995 we started growing as a company adding locations in Virginia and adding Catering as one of our services. By 1997 we had stores in Dallas and Atlanta, an increased menu and catering is so popular we had to get vans to keep up with delivery. 1999 is when we had our first franchise location, and the growth of Corner Bakery continues all the way to today. Throughout our history, one thing remains the same our goal of legendary service and providing good food fresh to the guest.

All of our menu items are made to order with fresh ingredients. We are depending on you to guide the guest with your pride and extensive knowledge of our Best-In-Class menu items. With that in mind let's

**CORNER
BAKERY®**

PASSION
LOVE WHAT WE DO

DRIVE
DEMAND THE BEST &
ACCEPT NOTHING LESS

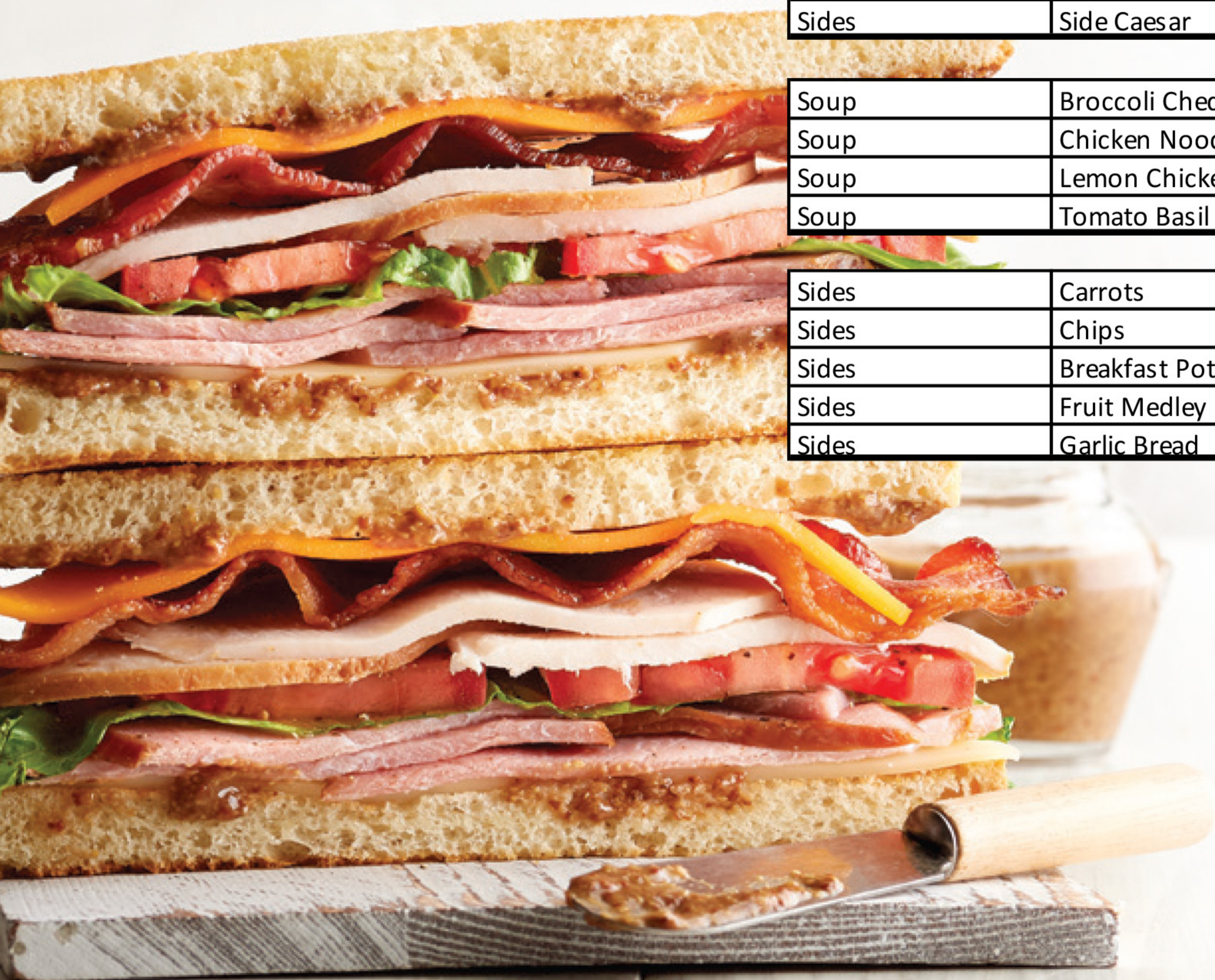
OWNERSHIP
TAKE RESPONSIBILITY
FOR EVERY EXPERIENCE

FUN
WORK HARD & HAVE FUN

COMMUNITY
CREATE A SPECIAL
CORNER OF THE WORLD

SANDWICH / SALADS / SOUPS / SIDES

LUNCH & DINNER



Sandwich	Uptown Turkey Avocado
Sandwich	Chicken Pesto
Sandwich	BBLT
Sandwich	Tomato Mozzarella

Salad	Chopped
Salad	Turkey Cobb
Salad	Harvest
Salad	Caesar
Salad	Chicken Caesar
Sides	Side Caesar

Soup	Broccoli Cheddar
Soup	Chicken Noodle
Soup	Lemon Chicken Orzo
Soup	Tomato Basil

Sides	Carrots
Sides	Chips
Sides	Breakfast Potatoes
Sides	Fruit Medley
Sides	Garlic Bread

FAMILY MEAL
CHOOSE TWO
THE TRIO
FRESH SALADS
SANDWICHES
SOUPS

PANINIS AND PASTAS

Panini	Chicken Pomodori Panini
Panini	Club Panini
Panini	Tuscan Grilled Cheese Panini



Pasta	Pesto Cavatappi
Pasta	Chicken Rosa Pasta
Pasta	Mac 'n Cheese



SWEETS, KIDS MENU AND MORE



Sweets	Baby Bundts (All Flavors)
Sweets	Cream Cheese Icing
Sweets	Brownies
Sweets	Pecan Bars
Sweets	Cookie Bites (Monster, CC)
Sweets	Sweet Crisps
Sweets	Cookies (Monster, Sugar, CC)

Kid's	Kid's Turkey
Kid's	Kid's Grilled Cheese
Kid's	Kid's Mac n' Cheese



Condiments	Croutons
Condiments	Pancake Syrup
Condiments	Whipped Butter
Condiments	Individual Cream Cheese
Condiments	Powdered Sugar
Condiments	Jellies
Condiments	Sugars (All)
Condiments	Ketchup
Condiments	Salsa
Condiments	Tabasco Sauce
Condiments	Honey

BEVERAGES

Beverages	Hand Roasted Coffee (All)
Beverages	Iced Coffee
Beverages	Latte and Espresso Drinks
Beverages	Cold Brew
Beverages	Iced Tea (Unsweet/Flavored)
Beverages	Hot Tea
Beverages	Lemonade (Regular, Flavored)
Beverages	Bottled Beverage (Waters)
Beverages	Kid's Juice Box
Beverages	Orange Juice
Beverages	Milk (Kids, Gal)
Beverages	Fountain Soda (All)



LEGENDARY SERVICE

We are so excited for you to join the Corner Bakery team and help make that promise come true for each guest! It all begins with Legendary service.

The 5 Steps of Legendary Service:



LOOK AT ME

Establish eye contact with each guest, even those in line



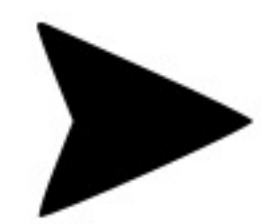
SMILE AT ME

No matter what is going on, keep smiling



TALK TO ME

Be enthusiastic and initiate conversation; show over-the-top PASSION for the food



THANK ME

Show gratitude



REMEMBER ME

Positively professional and polished



DRESS GUIDELINES

We provide you with:

- (1) hat
- (2) Corner Bakery T-shirts
- (1) Name tag
- (1) Daily clean apron

T-shirt

Black or grey Corner Bakery shirt, clean and tucked into pants



Name tag

To be worn at all times on the left hand side of the shirt

Pants

Jeans or black pants, no tears, cuts or frayed hems, sized to fit and on the waist. No stretch-style, leggings or parachute-style materials are permitted. A plain belt must be worn if the pants have belt-loops.

Shoes

Mostly black, closed-toe, lace-up, flat shoes with non-slip soles. Tasteful, matching socks must be worn at all times.

During cold weather, solid black or white long sleeve shirts may be worn under t-shirts.

FOH TRAINING SCHEDULE

Day 1:

Orientation

Complete paperwork

Make sure you bring in 2 valid forms of I.D.

Tour of the store

Introduction to the basics of the FOH

Menu discussion

FOH equipment

POS introduction and practice

Day 2:

Beverage prep items, like Cold Brew

Specialty drinks, POS entry and practice making them

Dining room skills including taking food to Dine-In Guests

Validating and handing out food to To-Go Guests

Condiment station maintenance and Restroom maintenance.

POS practice time

Day 3:

Expo window

KDS screen

Practice working the window and taking the orders to Dine-In and To-Go Guests

Plating and packaging.

Make specialty drinks when Guests order

Day 4:

Put it all together

Work FOH with your team members, ask questions and get comfortable in your role.

BOH TRAINING SCHEDULE

Day 1:

Orientation

Complete paperwork

Make sure you bring in 2 valid forms of I.D.

Tour of the store

Introduction to the basics of the BOH

Menu discussion

BOH equipment

Food Safety

Keeping line clean and sanitized

Prep Sandwich and Salad Station

Work Sandwich and Salad Station

Day 2:

Review Hot station

Review equipment

Breakfast work the Hot station

Pancakes

Scramblers

Breakfast potatoes

Before lunch review Paninis and Pastas

During lunch work the Salad Station

Day 3:

Prep for the Hot Station

Work on the Hot Station

Flip the line

Close the BOH at end of day

Day 4:

Put it all together.

Work BOH with your team members, ask questions and get comfortable in your role

CHEMICAL STORAGE

Chemicals may be a source of contamination if not handled properly. To prevent the accidental contamination with chemicals, adhere to the following guidelines.

KEY POINTS

- ▶ Store all chemicals away from food areas.
- ▶ Make sure all chemicals are properly labeled.
- ▶ Never store chemicals in containers intended for food, and never store food in containers intended for chemicals.
- ▶ Make sure that there is a MSDS for each chemical used in the restaurant.
- ▶ Pesticides shall be applied only by a licensed Pest Control Operator (PCO) and shall not be stored in the restaurant, this includes fly control and lawn care chemicals



All chemicals must be stored away from food prep and storage areas and 3 feet away from heat or flame

Chemical containers on the line must be stored on the lower shelf away from food.



All chemicals must be stored in its original container or a sturdy labeled container.

Never use empty chemical containers to store food and never put chemicals in used food containers.

The container shall be labeled with the name of the chemical it contains



All chemicals must have a material safety data sheet (MSDS).

Store the MSDS sheets in a “right to know” station easily accessible to the employees.

Employee medication shall be stored in the manager’s office and if refrigeration is required if it must be sealed, labeled, and isolated from food products.

HAND SANITATION FACILITIES

Every restaurant must have handwashing facilities that support and foster the goal of clean and sanitary hands.

KEY POINTS:

- Hand sanitation stations must be clean, well maintained, never blocked and easily accessible
- Never use a hand sanitation station for any other purpose than for hand washing

All Handwashing Facilities Must Include:



- Side splash guard, if placed next to food prep area
- Thirty inches from the floor to the lip of the hand sink
- Hot water maintained between 100 and 120F through mixing hot and cold water



- Functional, stocked, paper towel dispensers
- C-fold paper towels or roll-type paper towels in no-touch dispensers



- Functional, stocked antibacterial soap dispenser



- A Trash container located under, next to or conveniently located in the immediate proximity of the sink



If required by the local Health Department:

- One nailbrush stored in sanitizer at the primary back of the house hand sink
- Disposable gloves available at each hand-wash sink

DISPOSABLE GLOVES USAGE

Just like hands, gloves may also become contaminated. Therefore, gloves must be worn by following the precautions on this procedure

KEY POINTS:

- ▶ Wash hands before using disposable gloves
- ▶ Use Corner Bakery Cafe approved disposable vinyl gloves only unless the local health code has a different requirement
- ▶ Always wear a disposable glove over bandages or unhealed sores, scabs, warts, or rashes.
- ▶ Wear disposable gloves over cutting gloves
- ▶ Use disposable gloves during food prep activities or when no bare hand contact of ready-to-eat food is allowed per local Health code



Wash hands before using a new pair of gloves
(follow the Hand Sanitation Procedures)

Do not...

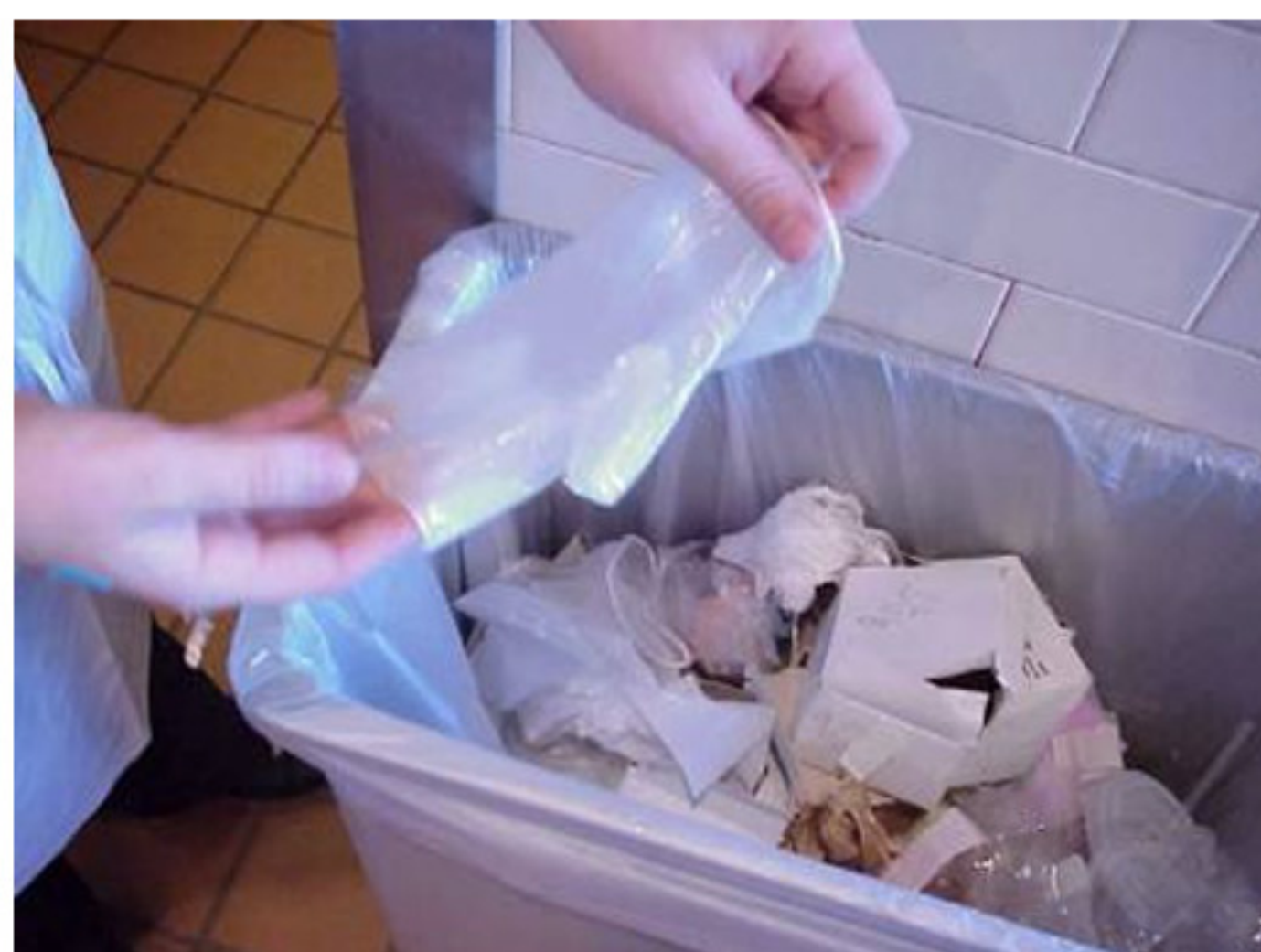
- Wash hands with gloves on
- Re-use gloves
- Remove gloves from hand washing sink



Use disposable vinyl gloves to:

- Cover bandages
- Cover unhealed cuts
- Cover scabs, warts, and/or rashes
- Cover mesh cutting glove
- To prep food
- When required by local health code
- When handling ready-to-eat foods

WHEN?



Change Gloves

- When they are torn, dirty, or contaminated
- When changing tasks
- When going from handling raw foods to handling cooked or RTE foods

Procedure for changing disposable gloves

- Remove gloves and discard them in trash can
- Wash and dry hands following correct hand washing procedures
- Put on a new pair of disposable gloves

HAND WASHING

Basic personal hygiene includes: keeping nails short and clean, washing hands frequently, covering all cuts and sores with an approved adhesive band and with plastic gloves, and not touching hair, clothes, mouth or nose.

KEY POINTS:

- Always wash hands...
 - Before starting work and beginning food preparation
 - After using the toilet in the restroom than again when you start working in the kitchen
 - After handling raw foods
 - After coughing, sneezing, using a handkerchief or tissue, using tobacco, eating or drinking
 - After handling contaminated materials, ex. garbage and chemicals
 - After touching human body parts, nose, mouth, etc.
 - Whenever hands may have become contaminated



1	Turn on water.
2	Be sure warm water (between 100 to 120 F) is present.
3	Wet hands
4	Dispense antibacterial soap onto hands
5	If required by the local Health Department, use a clean nailbrush to remove “soil” from under the fingernails.
6	Place the nailbrush in the sanitizer solution
7	Rub hands together for 20 seconds especially under fingernails and in between fingers
8	Wash up to elbows if exposed
9	Rinse hands
10	Dry with disposable paper towels
11	If needed, turn off faucet with paper towels.
12	Place used paper towels in the trash can