



**TRAINING MATERIALS FOR
KNIFE CERTIFICATION TRAINERS**
(Revised January 2010)

Title/Skill: Basic Knife Certification

Objective: By the end of this class, participants will have the skills and knowledge necessary to meet the ZCoB Knife Safety Certification requirements, as outlined in the Knife Safety Basics handout.

Equipment Needed:

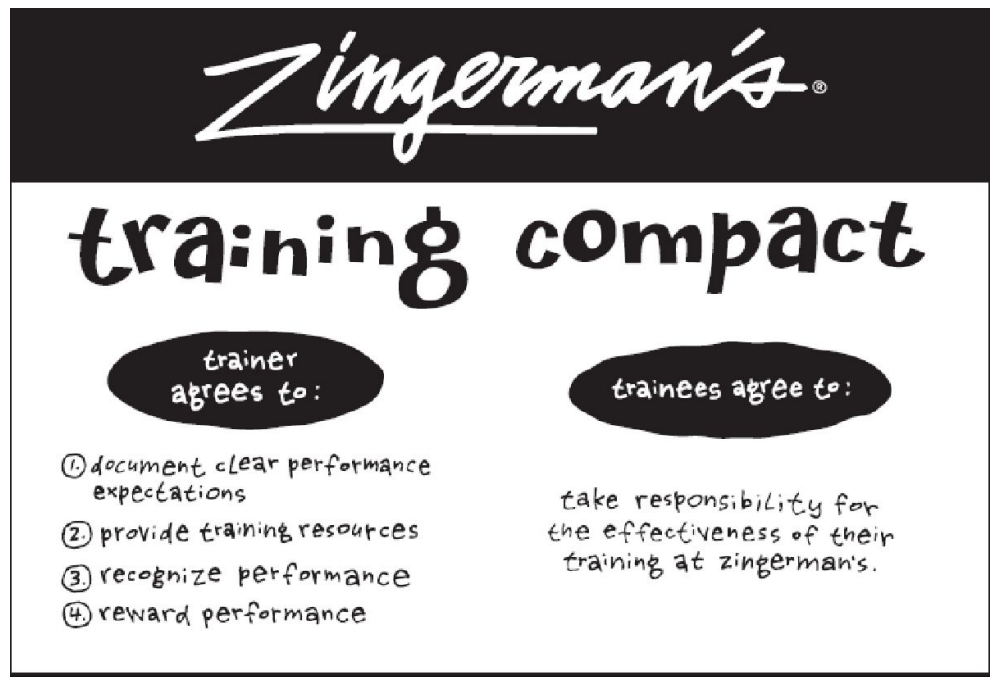
Student Packets
Chef's knives
Serrated knives
Mesh glove
Latex gloves (optional)
Cutting boards (with damp towels to put underneath)
Bleach solution or MicroQuat bucket with towel
Fruits, vegetables; bread, bagels
ZCoB Certification Test – Study Guide copies
Pens/pencils
Nametags (optional)

Potential Problems:

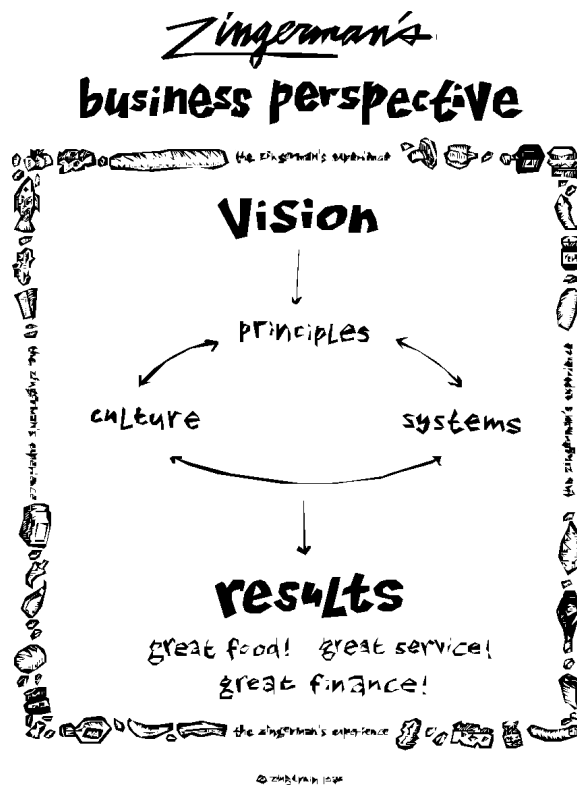
- Class is hard to teach with more than 2 participants, because it's hard for them to see and there isn't enough time for them to practice. Consider team teaching if you have more than 4 students. If you often have extra students show up, schedule 2 trainers.
- Unskilled participants may cut themselves.
- Having so many knives at work in a limited space can be dangerous. Be careful!

Knife Certification Class Leader's Guide – (Revised January 2010)

- Introduce yourself to the participants and have participants introduce themselves to each other. Ask participants to include: name, business/department, how long in ZCoB, experience using knives (or lack thereof), are they right or left handed?
- Cover the following points before beginning your demonstration:
 - **Class Goal:** To raise awareness of the importance of knife safety, including basic knife handling skills. This is NOT a knife technique class. Also not a food safety class, so plastic gloves will not be used, although they may be necessary in your department. Students are welcome to use gloves if they prefer.
 - **Class Objective:** By the end of this class, participants will have the skills and knowledge necessary to meet the ZCoB Knife Safety Certification requirements, as represented by the ZCoB Knife Certification Test.



- **Why getting certified is important:** ZCoB-wide requirement for all Zingerman's employees; increase awareness of knife safety issues; decrease the chances that you will injure yourself on a knife (over 25% of work-related injuries at the ZCoB are cuts/lacerations: 80% on knives; 20% on slicers). (FYI-although slicer certification is not currently a ZCoB-wide requirement, there is a slicer safety class that managers can teach. ZingTrain has an outline. Ask who uses slicers and encourage them to get certified.)
- **Just completing class does not mean you are certified. To be certified, trainees have to pass the ZCoB Knife Certification Test (given at end of class; can also be taken later).**
- Offer students the chance to take the written test orally.
- Explain that class will involve both demonstration and opportunity for practice.



Knife Certification Class Demonstration Outline

<p>1. Set up work area.</p>	<ul style="list-style-type: none"> ● Cutting board always required (place towel underneath). ● Never use a knife without a cutting board. ● <u>Mesh Glove is safest way to protect non-cutting hand</u> ● Mesh glove required to use when cutting bread or bagels ● You are welcome to use mesh glove while cutting veggies
<p>2. Select chef's knife and carry it to work area.</p>	<ul style="list-style-type: none"> ● "Knife!" "I have a knife." ● Point down, blade towards back and at side of body ● Note importance of watching for obstacles and/or slippery spots on the floor
<p>3. Lay knife on cutting board.</p>	<ul style="list-style-type: none"> ● Point and sharp edge away from edge. ● Handle at least 2 inches from edge.
<p>4. Explain importance of staying focused.</p>	<ul style="list-style-type: none"> ● Carelessness or lack of attention cause most accidents. ● Knives are useful but potentially dangerous tools.
<p>5. Identify knife as chef's knife and review uses of chef's knife.</p> <p>Never use a knife for an inappropriate task (e.g., opening a can, tightening a screw, etc.)</p>	<ul style="list-style-type: none"> ● Also called French knife. ● Most versatile knife for kitchen tasks. ● Acceptable for most slicing and chopping tasks.
<p>6. Ask if anyone uses steel. Demonstrate acceptable method for using steel in the ZCoB.</p>	<ul style="list-style-type: none"> ● Most people don't use steel, so it is no longer included on the test. ● However, if you use a steel, this method is required: <ul style="list-style-type: none"> ● Steel perpendicular to cutting board with end resting on the board. ● Place heel of knife blade against the top of the steel and point the tip slightly upward. Hold the blade at 20° angle. ● Slide blade toward the cutting board. ● Repeat on other side of steel with other side of blade <p>(SEE KNIFE SAFETY BASICS HANDOUT FOR DETAILS)</p>

<p>7. Review parts of knife.</p>	<ul style="list-style-type: none"> ● Handle ● Blade (tip, heel, spine, cutting edge)
<p>8. Demonstrate how to wash/sanitize knife. (same technique can be used with a scrubby and soapy water if knife needs to be cleaned, not just sanitized)</p> <p>Emphasize that knife must be clean before it can be sanitized.</p>	<ul style="list-style-type: none"> ● Knife flat on board with tip and cutting edge pointing away. ● Wipe from spine towards cutting edge with short strokes, NOT ALONG LENGTH OF BLADE. ● Always wash your own knife and return it to the rack. ● Never leave a knife in a sink. ● When sanitizing a knife on the production line, take sanitizing cloth to knife, not visa versa.
<p>9. Demonstrate two acceptable knife grips.</p>	<ul style="list-style-type: none"> ● Blade grip. ● Handle grip. <p>UNACCEPTABLE: index finger along top of blade (Do not demonstrate unacceptable grips)</p>
<p>10. Explain role of non-cutting hand.</p>	<ul style="list-style-type: none"> ● To hold food securely without getting cut.
<p>11. Demonstrate "claw grip."</p>	<ul style="list-style-type: none"> ● Tips of fingers pulled back and knuckles leaning toward the knife. ● Tuck thumb out of the way (often missed).
<p>12. Demonstrate slicing stroke.</p> <ul style="list-style-type: none"> ● with knife only ● with vegetable 	<ul style="list-style-type: none"> ● Explain the stroke by using parts of the knife you went over above: start with tip of cutting edge on the cutting board; slice down so that heel of cutting edge makes contact with the board. ● Basics of stroke can be used for any slicing task. ● Give examples that are relevant for trainees' departments (pastries, fruit, etc.) ● Show how to use large piece of vegetable to wipe off knife blade. DON'T USE FINGER TO WIPE BLADE.
<p>13. Demonstrate chopping stroke.</p> <ul style="list-style-type: none"> ● with knife only ● with vegetable <p>Two acceptable methods:</p> <ul style="list-style-type: none"> ● one-handed, with non-cutting hand behind back/at side 	<ul style="list-style-type: none"> ● Emphasize importance of staying focused! ● NEVER LOOK AWAY FROM THE KNIFE! (repeat this several times throughout demo) <p>DON'T FORGET TO DEMONSTRATE CHOPPING STROKE</p>

<ul style="list-style-type: none"> • non-cutting hand lightly pressing on spine of knife 	
<p>14. Wash/sanitize and put knife in rack.</p>	<ul style="list-style-type: none"> • Cross contamination if unclean knife is put away in rack. • Example: cut raw chix, put unwashed knife in rack, then used for salad vegetables
<p>PRACTICE OPPORTUNITY Give trainees a chance to practice carrying, cleaning, slicing and chopping with chef's knife</p>	<ul style="list-style-type: none"> • Watch each trainee carefully. Give positive feedback on what they are doing well. Also point out any mistakes they are making and/or unsafe habits they need to be mindful of. • Common bad habits: leaving knife close or over edge of cutting board; using finger to wipe off knife blade; taking eyes off of knife when cutting
<p>15. Select serrated knife and carry to work area.</p>	<ul style="list-style-type: none"> • Again, demonstrate safe carrying practice. • "Knife!"
<p>16. Demonstrate grip and slicing stroke.</p> <ul style="list-style-type: none"> • with knife only • with bread (using mesh glove) <p>Demonstrate "modified claw grip" with all fingers pointing towards back of loaf (better for smaller hands)</p>	<ul style="list-style-type: none"> • Serrated knife most appropriate for slicing bread, bagels. • MESH GLOVE is recommended when slicing bread by hand. Using mesh glove is required when taking Knife Certification Test. • Mesh glove is best way to protect non-cutting hand. THIS IS A TEST QUESTION! • NOTE: Mesh gloves can be cleaned by running them through the dishwasher • Sandwich Line Workers: Option for slicing bread on its side—it may avoid crushing loaf • Proper way to cut a sandwich—Use serrated knife. The cutter places the knife on a 45% angle over the sandwich. Then the cutter places his or her non-cutting hand over sandwich with the thumb at one side and the rest of hand bridging over to the opposite side. Then proceed with a sawing motion using gentle pressure.
<p>17. Demonstrate how to cut a bagel</p>	<ul style="list-style-type: none"> • Wear mesh glove on non-cutting hand. • Lay bagel flat on its side on the cutting board (on edge of board near you).

	<ul style="list-style-type: none"> ● Press heel of non-cutting hand into bagel, keeping fingers up and out of the way, so that bagel does not slide. ● Start cutting on the fattest side of the bagel. ● Using a sawing motion, keep knife blade parallel to the cutting board and maintain momentum as you slice all the way through the bagel hole. ● Once the blade has passed completely through the hole, flip the bagel on end (keeping knife in the bagel with cutting edge down) and finish slicing through to the cutting board. All fingers of non-cutting hand should ALWAYS be above the knife. <p>NOTE: Any department that cuts bagels frequently should have a bagel slicer!! Also, we're focused on safety not style here.</p>
<p>PRACTICE OPPORTUNITY Give trainees a chance to practice carrying, cleaning, and slicing with serrated knife</p>	<ul style="list-style-type: none"> ● Watch each trainee carefully. Give positive feedback on what they are doing well. Also point out any mistakes they are making and/or unsafe habits they need to be mindful of. <p><i>Common bad habits to watch for: putting pointer finger out over blade (especially when cutting bagels); turning bagel on end before cutting all the way through the hole; pushing down too hard on the knife instead of letting sawing motion of the blade do the work (this results in flat bread and increased chance of injury)</i></p>
<p>18. Demonstrate how to pass knife to someone else.</p>	<ul style="list-style-type: none"> ● Place on counter, with handle towards other person. ● Do not pass knives hand-to-hand in midair.
<p>19. Explain what to do if knife falls or is knocked off counter.</p>	<ul style="list-style-type: none"> ● Step back. ● Let it fall! ● Call out "KNIFE!" <p><i>Remember to clean knife after it drops to the floor.</i></p>
<p>20. Explain that latex gloves should <u>always</u> be worn when helping someone</p>	<ul style="list-style-type: none"> ● Gloves are available in first aid cabinets.

<p>who is bleeding or when you're cleaning up blood.</p>	<ul style="list-style-type: none"> ● Ask: do you know where the first aid cabinets are in your dept? Are there gloves in them? ● If participant has an allergy to latex, they should ask supervisor about availability of non-latex gloves in their department.
<p>21. Explain procedure to follow in case of injury (cut).</p> <p>These 4 steps need to be completed; not necessarily all by one person.</p>	<ol style="list-style-type: none"> 1. Put on latex gloves if assisting someone else 2. Apply pressure to stop bleeding 3. Ask supervisor for first aid help. 4. Discard all contaminated food and sanitize work area. 5. Complete Accident Report Form.
<p>22. ASK: What questions do you have?</p> <p>PRACTICE OPPORTUNITY – If any trainee would like additional time to practice before taking the test, you can offer it now.</p>	<p>After answering any last questions, ask trainees if they wish to take the certification test now or schedule time for additional practice. IF YOU FEEL THAT THE TRAINEE IS NOT LIKELY TO PASS THE TEST, TELL THEM SO AND SET UP A TIME FOR ADDITIONAL PRACTICE. If you don't feel confident that they can use a knife without injuring themselves or others, you do the trainee—and the whole organization—a disservice by "certifying" them.</p>
<p>23. Distribute class evaluation.</p>	<ul style="list-style-type: none"> ● Have trainees complete the Class Evaluation Form while you set up for the certification test.
<p>24. Pass out Knife Safety Basics and Study Guide for test to those who want/need them</p>	
<p>25. Give Certification Test.</p>	<ul style="list-style-type: none"> ● FOLLOW CERTIFICATION PROTOCOL ON FOLLOWING PAGE

CERTIFICATION TEST PROTOCOL

SET UP

- Sanitize knives and cutting boards and place product to be sliced near cutting board. Knives should be placed in racks or on a table across the room from the cutting boards.
- If you have more than one trainee, ask who will take performance test first. Give Knife Certification Test form to other trainees, who should leave the room and work on the written part of the test until it's their turn for the performance test.
- Complete the name, department and date section of a Knife Certification Test form for the trainee who will be doing the performance test first. As the trainee completes each task, note whether it was completed satisfactorily (check-mark) or unsatisfactorily (x).

PERFORMANCE TEST

Note: Do not prompt trainee during test (e.g., "aren't you forgetting something?")

- Ask trainee to choose a knife for slicing the vegetable.
- Observe closely as the trainee selects the knife (should be chef's knife) and walks across the room. In particular watch to see that knife is held point down and back and that trainee announces "knife, I have a knife!"
- Ask the trainee to first slice and then chop the vegetable. Observe the position of both the cutting and non-cutting hands. Is knife grip correct? Is non-cutting hand in claw grip? Is thumb tucked out of the way? Does trainee keep eyes on the knife at all times?
- Ask trainee to sanitize and put away the chef's knife and bring a knife to slice bread (should be serrated knife).
- Observe trainee slicing bread. Remind trainee to use glove. Observe the position of both the cutting and non-cutting hands. Is knife grip correct? Is non-cutting hand in claw grip? Is thumb tucked out of the way? Does trainee keep eyes on the knife at all times?
- Observe trainee slicing bagel. Remind trainee to use glove. Observe the position of both the cutting and non-cutting hands. Is knife grip correct? Are fingers of non-cutting hand held up and out of the way? Does cut start on fattest side of bagel? Is bagel sliced all the way through the hole with knife blade parallel to the cutting board? Are fingers of the non-cutting hand above the knife at all times?
- Ask trainee to sanitize and put away the serrated knife.
- **TRAINEE MUST PERFORM 100% OF TASKS ON PERFORMANCE TEST CORRECTLY TO PASS.**
- Once trainee has completed the written part of the test, grade it. **TRAINEE MUST GET 80% (no more than 2 questions wrong) ON WRITTEN TEST TO PASS.**

- **If trainee passes both sections of test, sign and date test and forward it to Jo Anne Koons, HR, at the ATS Building via ZCoB mail.**
- If trainee does not pass test, review the questions and/or skills that were missed and schedule a time for additional practice and/or re-taking the test. The test may not be taken again the same day.
- Sign passports for trainees who successfully complete test.