



Handout 06.14: Flowchart Builder and Station Card Template

Name: _____ Date: _____ Station: _____ Dish: _____

Print page 1 at poster size (11 by 17 or larger) for each station, and letter size for each student.

Page 1. The Flowchart Builder

Eight blocks. Five minutes each. Forty minutes total. **Every block has something for every person. Nobody has a blank block.**

The five phases: **SETUP** (0 to 5), **PREP** (5 to 10), **COOK** (10 to 25), **SERVE AND EAT** (25 to 34), **CLEAN** (34 to 40).

Block	Phase	What happens	Who does it (role name on every line)
0 to 5	SETUP		
5 to 10	PREP		
10 to 15	COOK START		
15 to 20	COOK		
20 to 25	KEY CHECK		
25 to 30	FINISH AND PLATE		
30 to 35	SERVE AND EAT		
35 to 40	CLEAN UP		

The hard rules for this chart:

- The **critical path step** goes in block **0 to 5**. Not later.
- **Plates go down at minute 29**, whatever state the dish is in. Write it in the 25 to 30 block.
- The two things **only the teacher** can do are **opening the oven** and **draining a pot**. Write the minute you will call the teacher, and write it in a different color so the teacher can read it across all four stations.
- If your station finishes early, write **SUPPORT DUTY** in that block and name which station you help.

Our teacher-call minutes: oven at minute ____ Drain at minute ____

Our support duty block: ____ to ____ helping Station ____

After cook day

Come back to this chart with a third color and write the **actual** time next to the planned time in every block. That is the evidence for your reflection in Lesson 6.17 and for Rubric 06 criterion 5.

Page 2. The Critical Path Finder

The **critical path** is the one step that everything else waits on. If it is late, everything after it is late.

Step 1. Point to it. Our critical path step is: _____

Step 2. Say why. Nothing else at our station can happen until this step is done because:

Step 3. Start it early. The earliest block this step can start is: ____ to ____

Step 4. The slip test. If this step starts **five minutes late**:

- It finishes at minute ____ instead of minute ____.
- Our dish would be ready at minute ____.
- We would eat at minute ____.
- Circle one: we **still eat inside the period** / we **do not eat inside the period**.

Step 5. Three shortcuts we could use if it slips. (Write three. “Work faster” does not count.)







Step 6. Make it faster before it starts. Write one thing we can do so the critical path step takes less time:

Sentence frames

English	Turkish	Portuguese	Spanish
Everything waits on , so it starts at minute .	Her şey ___ bekliyor, bu yüzden ____. dakikada başlıyor.	Tudo depende de , então começa no minuto .	Todo depende de , así que empieza en el minuto .
My job in this block is ____.	Bu bölümdeki görevim ____.	Meu trabalho neste bloco é ____.	Mi trabajo en este bloque es ____.
If it is late, we will ____ instead.	Gecikirse, onun yerine ____ yapacağız.	Se atrasar, vamos ____ em vez disso.	Si se retrasa, vamos a ____ en su lugar.



Page 3. The Station Card

Station: _____ Dish: _____ Makes: **28 portions plus 2 spares**

1. Ingredients for this station

Item	Size	How many	Where it is
Room pantry (foil, spray, salt, spoons, plates)			shelf

2. ALLERGEN BOX (the card is not approved without this)

Circle every allergen in this dish: **wheat, dairy, egg, soy, peanuts, tree nuts, fish, shellfish, sesame, none**

Our substitution for anyone on the class allergy list: _____

The Station Manager reads this box aloud to the class before the first plate goes out.

3. Step-by-step instructions (ten steps, one action per step)

1. **WASH YOUR HANDS** with soap and water for 20 seconds. Dry them completely.



















Test: could a substitute teacher run this station from these ten steps with no questions?
The station next door will read it and tell you.

4. Safety reminders (three from the bank on page 5, plus one that is only about our dish)







1. **Ours only:** _____

5. WHAT DOES DONE LOOK LIKE? (four checks, and each one has to be something you can see)

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ Burner OFF. Station wiped down. Tools rinsed and returned.

6. Roles on cook day

Role	Name	Setup (0 to 10)	Cook (10 to 25)	Serve and eat (25 to 34)	Clean (34 to 40)
Station Manager (reads the card, calls time, reads the allergen box)					
Head Cook (the stovetop or the oven assembly)					
Second Cook (backs up the Head Cook, stirs on the schedule)					
Prep Cook (sets out every ingredient and tool before minute 10)					
Helper Cook (whatever the Station Manager calls;					

support duty)					
Plate Builder (portions and plates 30 covers)					
Time Keeper (calls every block, writes the actual times)					
Toppings Chief (8th student; the last layer, the garnish, the serving spoons)					

The paired read

Station ____ read our card. Their one question was:



We fixed it on step ____ by: _____

Teacher approval: _____ **Date:** _____

Page 4. The Picture Flowchart Card (this counts as a real station card)

Draw the step in the box. Write one or two words under it. The symbols across the top tell you what kind of block it is.

Block	Symbol	Draw the step here	One or two words
0 to 5	a pot and a faucet (SETUP)		
5 to 10	a clock (PREP)		
10 to 15	a flame (COOK START)		
15 to 20	a spoon stirring (COOK)		
20 to 25	a checkmark (KEY CHECK)		
25 to 30	a plate (FINISH AND PLATE)		
30 to 35	a fork (SERVE AND EAT)		
35 to 40	a sponge (CLEAN)		

Circle the block with the critical path step in it. Put a star on the block where the teacher is needed.

Allergens in this dish, circled: **wheat, dairy, egg, soy, peanuts, tree nuts, fish, shellfish, sesame, none**

Done looks like (draw or write four): 1. ____ 2. ____ 3. ____ 4. ____

Page 5. The Safety Reminder Bank

Pick three. Copy them onto your card. Then write one that is only about your dish.

#	English	Turkish	Portuguese	Spanish
1	The stove and the pot will be VERY HOT. Do not touch the burner or the sides of the pot.	Ocak ve tencere ÇOK SICAK olacak. Ocağa veya tencerenin kenarlarına dokunma.	O fogão e a panela ficarão MUITO QUENTES. Não toque no queimador nem nas laterais da panela.	La estufa y la olla estarán MUY CALIENTES. No toques el quemador ni los lados de la olla.
2	Steam from boiling water can burn you. Keep your face and hands away from the top of the pot.	Kaynayan suyun buharı seni yakabilir. Yüzünü ve ellerini tencerenin üstünden uzak tut.	O vapor da água fervendo pode queimar. Mantenha o rosto e as mãos longe da boca da panela.	El vapor del agua hirviendo puede quemarte. Mantén la cara y las manos lejos de la boca de la olla.
3	Always use oven mitts or pot holders when touching anything hot. Never bare hands.	Sıcak bir şeye dokunurken her zaman fırın eldiveni kullan. Asla çıplak elle dokunma.	Sempre use luvas de forno ao tocar em algo quente. Nunca com as mãos nuas.	Usa siempre guantes de horno al tocar algo caliente. Nunca con las manos desnudas.
4	NEVER open the oven door yourself. Ask your teacher.	Fırın kapağını ASLA kendin açma. Öğretmenine sor.	NUNCA abra a porta do forno sozinho. Peça ao professor.	NUNCA abras la puerta del horno tú mismo. Pide al maestro.
5	The teacher drains the pot. Stand back; the steam is very hot.	Tencereyi öğretmen süzer. Geri çekil; buhar çok sıcak.	O professor escorre a panela. Afaste-se; o vapor é muito quente.	El maestro cuela la olla. Hazte atrás; el vapor está muy caliente.
6	Walk, do not run, near the stove area.	Ocak bölgesinin yakınında koşma, yürü.	Ande, não corra, perto do fogão.	Camina, no corras, cerca de la estufa.
7	Wash your hands again if you touch your	Yüzüne veya saçına dokunursan	Lave as mãos de novo se tocar no rosto	Lávate las manos otra vez si te tocas la

	face or your hair.	ellerini tekrar yıka.	ou no cabelo.	cara o el pelo.
8	Do not taste anything until the teacher says it is OK.	Öğretmen tamam demeden hiçbir şeyi tatma.	Não prove nada até o professor dizer que pode.	No pruebes nada hasta que el maestro diga que está bien.
9	Butter knives and kitchen shears only. No other knives, ever.	Sadece tereyağı bıçağı ve mutfak makası. Başka bıçak asla yok.	Só faça de manteiga e tesoura de cozinha. Nenhuma outra faça, nunca.	Solo cuchillos de mantequilla y tijeras de cocina. Ningún otro cuchillo, nunca.
10	If anyone has a food allergy, tell the teacher before you start.	Kimsenin gıda alerjisi varsa başlamadan önce öğretmene söyle.	Se alguém tiver alergia alimentar, avise o professor antes de começar.	Si alguien tiene alergia a un alimento, dile al maestro antes de empezar.
11	Clean as you go. A wet floor is a fall.	İş ilerledikçe temizle. Islak zemin düşme demektir.	Limpe enquanto trabalha. Um chão molhado é uma queda.	Limpia mientras trabajas. Un piso mojado es una caída.
12	Reheated meat goes to 165 degrees F. The teacher checks it with the thermometer.	Isıtılan et 165 dereceye (F) gelir. Öğretmen termometreyle kontrol eder.	Carne reaquecida vai a 165 graus F. O professor verifica com o termômetro.	La carne recalentada llega a 165 grados F. El maestro lo revisa con el termómetro.



The six-step sanitation routine (the same six steps all year, in this order)

1. Hair back
2. Sleeves up
3. Wash hands
4. Sanitize surfaces
5. Clean as you go
6. Station check before dismissal