

ISSUE

10-11

October/November  
2012

MONTHLY  
NEWSLETTER OF  
CIOCCA ENDEAVORS

# CioccaNewsletter

## IMPORTANT DAYS IN October/November

- October 2 National Custodial Workers' Day
- October 8 Columbus Day
- October 16 National Boss' Day
- October 20 Sweetest Day
- October 24 United Nations
- October 31 Halloween
- November 1 All Saints Day
- November 4 Daylight Savings
- November 6 Election Day
- November 11 Veterans Day
- November 17 World Peace Day
- November 22 Thanksgiving Day
- November 23 Black Friday

## EMPLOYEE OF THE MONTH (Flashback)

Original date January 2010

### Frank Yeranko

Frank is the Human Resource Manager here at CIOCCA Cleaning & Restoration. He has been with our company for 5 years! Frank serves as a valuable resource for supervisors and employees by maintaining accurate records for payroll and employment needs. He develops policies and guidelines for safety, and responds to the many requests for information from outside agencies.

Indiana Companies To Watch



2011 WINNER

Ciocca Cleaning &  
Restoration

4440 Secretary Drive  
Fort Wayne, IN 46808  
260.483.2112 office  
260.478.5339 fax  
www.cioccas.com



Thursday, November 1, 2012

### "Understanding the Personal Auto Policy"

9:00am -5:00pm

IDOI Course # 21400 – 7 CE  
hours

## Happy Retirement Frank!

Frank has been the Human Resource Manager at Ciocca Cleaning & Restoration since 2004. He confidently hands over the department to his replacement Kristy Carsten. Frank will be missed, as he was more than the Human Resource Manager to the Ciocca Cleaning & Restoration family.



October is

**Breast Cancer Awareness Month**

This is an annual campaign to increase  
the awareness of Breast Cancer.



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## Turkey Basics: Safely Thaw, Prepare, Stuff, and Cook

When preparing a turkey, be aware of the four main safety issues: thawing, preparing, stuffing, and cooking to adequate temperature.

### Safe Thawing

Thawing turkeys must be kept at a safe temperature. The "danger zone" is between 40 and 140°F — the temperature range where foodborne bacteria multiply rapidly. While frozen, a turkey is safe indefinitely, but as soon as it begins to thaw, bacteria that may have been present before freezing can begin to grow again, if it is in the "danger zone."

There are three safe ways to thaw food: in the refrigerator, in cold water, and in a microwave oven.

### Safe Preparation

Bacteria present on raw poultry can contaminate your hands, utensils, and work surfaces as you prepare the turkey. If these areas are not cleaned thoroughly before working with other foods, bacteria from the raw poultry can then be transferred to other foods. After working with raw poultry, always wash your hands, utensils, and work surfaces before they touch other foods.

### Safe Stuffing

For optimal safety and uniform doneness, cook the stuffing outside the turkey in a casserole dish. However, if you place stuffing inside the turkey, do so just before cooking, and use a food thermometer. Make sure the center of the stuffing reaches a safe minimum internal temperature of 165°F. Bacteria can survive in stuffing that has not reached 165°F, possibly resulting in foodborne illness.

### Safe Cooking

Set the oven temperature no lower than 325°F and be sure the turkey is completely thawed. Place turkey breast-side up on a flat wire rack in a shallow roasting pan 2 to 2-1/2 inches deep. Check the internal temperature at the center of the stuffing and meaty portion of the breast, thigh, and wing joint using a food thermometer. Cooking times will vary. The food thermometer must reach a safe minimum internal temperature of 165°F. Let the turkey stand 20 minutes before removing all stuffing from the cavity and carving the meat.

## 2 Ingredient Pumpkin Muffins

### Ingredients

- 18 ounces spice cake mix
- 15 ounces canned pumpkin ( not pumpkin pie mix)
- Nuts and/or raisins (optional)

### Directions

1. Mix the canned pumpkin and the spice cake mix together in a bowl and mix well.
2. Add nuts and/or raisins (optional)
3. Fill muffin tins 2/3 full (use paper liners if you like),
4. Bake at 350\* 18-22 minutes or until a toothpick comes out clean.



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Welcome  
Kristy!

Please help us welcome Kristy to the Ciocca family. We wish her a long and successful career!



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## EMPLOYEE BIRTHDAYS

October 2 Angela Kennedy  
 October 2 Pamela Yeater  
 October 8 Bonnie McGowen  
 October 9 Richard Hornsby  
 October 16 Maria Grover  
 October 16 Yessica Tovar  
 October 21 Troy Ditaway  
 October 21 Annie Johnson  
 October 22 Breanne Hein  
 October 23 Janice Smith  
 October 27 Linda Gordon  
 October 30 Emma Neal  
 October 31 Jessica Kumfer  
 November 1 Tony Brower  
 November 6 Vicki LeFever  
 November 7 Jerome Dennis  
 November 8 Julie Briggs  
 November 8 George Suarez  
 November 10 Mary McCave  
 November 13 Joan Reising  
 November 13 Auburn Williams  
 November 15 Lisa Fritz  
 November 17 Elizabeth Hovis  
 November 20 Labeatria Easley  
 November 21 Shavon Nickson  
 November 22 Mildred Lopez  
 November 23 Matilda Banks  
 November 23 Wiley Lymon  
 November 25 Pamela Carpenter  
 November 26 Marlar Harper  
 November 28 Mitsey Humphrey

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*Expires – November 30, 2012*

## Fire Prevention

Fire Prevention Week was established to commemorate the Great Chicago Fire, the tragic 1871 conflagration that killed more than 250 people, left 100,000 homeless, destroyed more than 17,400 structures and burned more than 2,000 acres. The fire began on October 8, but continued into and did most of its damage on October 9, 1871.

To protect yourself from fires, it is important to understand the basic characteristics of fire. Fire spreads quickly; there is no time to gather valuables or make a phone call. In just two minutes, a fire can become life-threatening. In five minutes, a residence can be engulfed in flames.

Heat and smoke from fire can be more dangerous than the flames. Inhaling the super-hot air can sear your lungs. Fire produces poisonous gases that make you disoriented and drowsy. Instead of being awakened by a fire, you may fall into a deeper sleep. Asphyxiation is the leading cause of fire deaths, exceeding burns by a three-to-one ratio.

### Fire Prevention Safety Tips:

- Install smoke alarms in your home
- Review escape routes with your family
- Never use flammable liquids indoors
- Be careful when using alternative heating sources
- Keep matches and lighters up high, away from children, and, if possible, in a locked cabinet
- Inspect extension cords for frayed or exposed wires or loose plugs
- Install A-B-C-type fire extinguishers in your residence and teach family members how to use them.

