1. Food Preparation Guidelines

2. Opening Duties
   - Stocking the Equipment
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**Food Preparation Guidelines**

**Pizza Dough** *(Should be Prepped by the closing Pizza Employee)*

Pizza Dough will be located in Freezer #2 in a brown box.

- Grab the tall cart from pizza and place sheet trays (located in the back underneath the prep table) into every holding spot.
- Grab one pizza dough puck and put it on a large square parchment sheet. Place two pizza pucks per sheet tray.
- Put a tall cart cover (located in cabinets under pizza area) over the entire tall cart and roll into Fridge #1 for the night.
- In the morning at the beginning of the day roll the tall cart out into pizza and place by the pizza oven. This will allow the pizza dough to rise.
- Pizza’s must be made fresh every day– they cannot be saved for the next day.

**Calzones**

Calzone’s are pre-made from our Bakery. They are delivered daily and delivered into Fridge #1. Please get all 4 Calzone flavors and stock your Sliced Fridge for the day. Calzone doughs are good for only two days.

- Calzones need to be transferred from the sheet trays they arrive on
- Place the calzones on a square parchment sheet and then place the parchment sheet on a small round pizza tray.
- Place 4-6 calzones of the same kind onto on pizza tray and place in the fridge until all calzones have been transferred.
  - Cheese Calzone: Will have one slit on top
  - Pepperoni Calzone: Will have two slits on top
  - Meat Lover’s (Supreme) Calzone: Will have three slits on top.
  - Chicken Bacon Alfred: Will have an “X” on top
GATHER THE FOLLOWING EQUIPMENT FOR SLICED

FROM PIZZA AREA
- 2 pizza paddles
- 1 pizza cutter

FROM SLICED DRAWERS (In drawers under prep table)
- 3 green 4 oz scoops
- 1 yellow slotted scoop
- 2 tongs
- 1 white scoop (#40 on handle)
- 5 yellow scoop (#24 on handle)
- 3 grey scoops (#8 on handle)
- 2 dividers
- 1 Metal Pie-Spreader
- 1 blue scoop (#18 on handle)

FROM FREEZER
- 2 black frozen containers

FROM BACK ROOM
- 1- 1 cup measuring cup
- 3 1/3 Pans
- 10 1/6 Pans
- 1 sanitizer bucket
- 1 bag of bar towels
- 2 large tongs

FROM DRY STORAGE
- 2 stacks round black plates
- 1 stack “to go” containers
- 2 stacks oval black plates
- 2 stacks oval lids
- 2 stacks of pasta bowls
OVENS

THERE ARE 3 OVENS IN THE SLICED AREA. PLACE THE PIZZA PADDLES ON TOP OF THE OVENS AND THE PIZZA CUTTER ON THE TABLE NEAR THE OVEN.

- Turn on all ovens to 450 degrees at 9am (they should already be set to 450 degrees) by turning the knob on each pizza oven 90 degrees to the left.

PIZZA PREP AREA

CLEANING MATERIALS, EXTRA PLATES, AND TO-GO BOXES ARE UNDER THE COUNTER. Check the back dry storage area if you need more cleaning or paper supplies.

PIZZA SEASONING AND FLOUR

Our pizza seasoning needs to go on every pizza and cheese stick made. Pizza seasoning can be kept up for two weeks and should be kept in a clear container with a blue lid at room temperature.

Recipe Pizza Seasoning

- 1 Cup of Parsley Spice (Located in back prep area on shelving)
- 1 Cup of Basil Spice (Located in back prep area on shelving)
- 1 Cup of Oregano Spice (Located in back prep area on shelving)
- 1 Cup of Garlic Salt (Located between Back Grill Prep Table)

Mix all spices together and store.

Flour

Flour is located in the back prep area in a large white container behind the prep table. Fill a 1/6 container with flour and cover with plastic wrap. This container will be put in the line fridge.
MAKE TABLE AREA
THE MAKE TABLE PREP AREA IS WHERE ALL OF THE VEGETABLES, TOPPINGS, AND CHEESES WILL BE KEPT

- From freezer gather:
  -1 bag pepperoni
  - Fill one 1/3 pan with pepperoni
  -1 bag sausage crumbles
  - Fill one 1/6 pan with sausage

- From Fridge 1 gather:
  -3—1/6 pans green peppers
  -3—1/6 pans onions
  -2—1/6 pans tomatoes
  -2—Bags of Marinara
  - Fill one 1/3 pan with 1 bag of Mariana

- From Fridge 3 gather:
  -1 bag Canadian bacon
  - Fill one 1/6 pan with bacon cut into fourths
  -2—1/6 pans mushrooms
  -1 bag bacon crumbles
  - Fill one 1/6 pan with bacon crumbles
  -3 boxes (12 bags) mozzarella cheese

- From Dry Storage:
  -1 can pineapple (drain)
  - Fill 1/6 pan with pineapple and place extra in square container with blue lid.
  -1 can olives (drain)
  - Fill 1/6 pan with olives and place extra in square container with blue lid.

Put together the line fridge as shown in the diagram below. Wrap up any extra containers or bags with plastic wrap and place below in the line fridge. Please place items according to the FIFO method, meaning that all new items are placed in the back and all older items are moved to the front so they can be used first.
PREP FRIDGE CONTINUED

- Place white scoop (#40) in sausage
  - Place yellow scoop (#24) in olives
  - Place grey scoop (#8) in mushrooms
  - Place 1 cup measure in cheese
  - Place 8 oz ladle and 1 oz ladle in Pizza sauce
  - Place 1 oz ladle in Alfredo sauce
- Place grey scoop (#8) in pineapple

OUTER COUNTER

THE OUTER COUNTER WILL HAVE EQUIPMENT FOR CUSTOMER USE

- Place a stack of round plastic plates on each end of the counter
- Place portioned side of Marinara and Ranch in containers and place on counter
- Place tongs on hooks beside pizza warmers

PORTIONING MARINARA AND RANCH

- Gather two ounce portion cups and lids from cup storage area by back grill.
- Use the Marinara ladle to put 2 ounces of marinara from the container in the line fridge in a portion cup and place a lid on the container.
- Make 15-20 marinara portion sides and place in the frozen black containers on the outer counter.
- Get the ranch container (located in the sandwich fridge) and proportion ranch into 15-20 2 ounce portion cups and seal with lids.
- Place 15-20 ranch cups in the second frozen black container on the outer counter.
PREPARING PIZZAS
PIZZAS SHOULD BE PREPARED AND IN THE OVEN BY 10:40
MAKE AS MANY BLANK PIZZAS (No Toppings) AS POSSIBLE AND
PLACE THEM IN THE FRIDGE.
PLACE MATCHING TAGS FOR EACH PIZZA ON THE WAMER
ALL PIZZAS HAVE A 45 MINUTE MAX HOLD TIME
1. Add herb sprinkles to pizzas before putting in the oven
2. Make sure there is a 1/2 inch crust around the edge of every pizza
3. Cook pizza for 12-15 minutes
4. Each oven can fit up to 4 pizzas
5. Use pizza cutter to slice pizza into 6 slices as shown to the right.
6. Place any prepped uncooked pizzas in the fridge
7. Print sticker (located in back grill) for each pizza’s hold time

CHEESE PIZZA
-4oz ladle pizza sauce
-3 Cups mozzarella cheese
-45 min max hold time

PEPPERONI PIZZA
-4 oz ladle pizza sauce
-2 Cups mozzarella cheese
-30 slices pepperoni
-45 minute max hold time
**HAWAIIAN PIZZA**
- 4 oz ladle pizza sauce
- 2 Cups mozzarella cheese
- 30 1/4 pieces Canadian Bacon
- 1 grey scoop (#8) pineapple bits
- 45 min max hold time

**MEAT LOVER PIZZA**
- 4 oz ladle pizza sauce
- 2 Cups mozzarella cheese
- 15 pepperoni slices
- 15 1/4 Canadian Bacon slices
- 1 yellow scoop (#24) sausage crumble
- 1 yellow scoop (#24) bacon crumble
- 45 min max hold time

**SUPREME PIZZA**
- 1 4oz ladle pizza sauce
- 2 1/2 Cups mozzarella cheese
- 15 slices pepperoni
- 1 white scoop (#40) sausage crumble
- 1 yellow scoop (#24) olives
- 1 grey scoop (#8) mushrooms
- 20 slices onion
- 20 slices green peppers
- 45 min max hold time
VEGETARIAN PIZZA
- 1 4oz ladle pizza sauce
- 2 Cups mozzarella cheese
- 1 grey scoop (#8) mushrooms
- 1 grey scoop (#8) green peppers
- 1 grey scoop (#8) onion
- 1 yellow scoop (#24) olives
- 1 yellow scoop (#24) diced tomatoes
- 45 min max hold time

CHEESESTICKS
CHEESESTICKS ARE CUT INTO 12 PIECES– Please see diagram below
- 1 Blue Scoop Garlic Butter
- Spread to edges with Spreader
- 1 Cup Cheese spread to edges
- Bake for 10 minutes
- Cut into 12 pieces
HOLD TIMES USING LABEL MACHINE

The Label Machine can be found by the Back Grill. This machine prints off stickers that identify the food made, what is inside it, when the food was placed into the warmer, and its discard time. You will place stickers for calzones on the top of their containers, labeling them before placing them into the warmer. Stickers for pizzas can be placed on the plastic cards hanging on the pizza warmers.

To find the buttons for Sliced, navigate to the Operations section, then to the Sliced Menu. All items should be on this page. Simply press the button on the needed label, enter the amount made, and press enter. Labels will print on the left side. Remove sticker and place on container.

When an item has reached the discard time (printed on the bottom left corner of label under “Enjoy By:”) without being sold, simply write it on the waste log, then discard in nearby trash can, or cut it up and put on a plate for customers to sample.

TEMPERATURE LOGS

All food items need to be at the proper temperature before we put them out. Be SURE to complete the temperature logs each hour it is required to do so (listed on temperature logs). Keeping the temperature logs and hold times help us follow health code and ensure our food is safe for customers.
Hourly Duties

All employees are required to complete and initial the hourly checklist. An employee will be held accountable if items on the checklist were not completed or if items were checked off and not completed. This section will describe, in detail, what is included in the Sliced hourly checklist.

**Stock food and supplies, especially dough.** See stocking checklist.

**Sanitize all areas:** This includes the counters (inner and outer), Hot Wells, warmers, fridges, walls, and edges of the oven. Scrub any messes with hot, soapy water, and then wipe all areas with a clean sanitizer rag, especially inside the pizza warmers.

**Clean the ovens:** The following instructions will help you clean the ovens.
1. Use the oven scraper, located on top of the oven, to scrape out any left over food or wax paper.
2. Use the brush side for scraping the food and use the edged side for scraping the wax paper.
Do not use chemicals on the ovens.

**Empty and scrub the garbages:** Take out full garbage bags, and replaced them with new ones.

**Sweep:** Make sure that all areas of the floor, including the hard to reach spaces, are swept. Be sure to sweep up around the ovens after they’ve been scraped out.

**Clean front counter:** Take a hot, soapy water and a rag and scrub any messes left on the front counter. Then, wipe the area with a clean sanitizer rag.

**Dust:** Take a clean, slightly wet rag and dust the top of the pizza warmers. Do not dust in the direction of the customers or the food! The slightly wet rag will catch the dust, instead of simply pushing it around.

**Replace tongs for pizza:** Take the tongs by the pizza warmers and put them on a dish cart. Get new tongs from the Sliced drawers and hang those on the hooks by the warmers.

**Change Sanitizer water:** Dump out your sanitizer bucket and refill it with new sanitizer.
All employees must complete and initial each task before they can clock out for their shift.

<table>
<thead>
<tr>
<th>SLICED CHECKLIST</th>
<th>11:30am</th>
<th>1:00pm</th>
<th>2:30pm</th>
<th>4:30pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stock food according to stocking list.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sanitize prep area</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clean the ovens</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clean out Pizza warmers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wipe pasta warmers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Empty the garbage</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Replace tongs for pizza</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Temp logs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dust warmers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wipe front counter</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wipe out fridges/ make table</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sweep</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Change Sanitizer Water</td>
<td></td>
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</tbody>
</table>
All closing duties must be completed and checked off by a Manager before you can leave the workplace. If you leave the workplace without being checked off, and something isn’t done, you will be held accountable. This section will explain the different duties that are associated with closing the Sliced area.

**Stock everything:** See stocking list. Make sure everything in the make table and line fridge is wrapped tightly with plastic wrap.

**Sanitize all areas:** This includes the counters (inner and outer), heat lamps, drop-in coolers, walls, and the swinging door. When cleaning the line fridge counter, pull the cutting board off, wipe both sides, and wipe the fridge underneath the cutting board before replacing it. When sanitizing the fridge doors, clean them with a slightly wet sani-rag to get rid of messes, and then clean them with stainless steel cleaner.

**Turn of the ovens and clean them:** The following instructions will help you clean the ovens.
1. Do not touch the temperature dials.
2. Use the oven scraper, located on top of the oven, to scrape out any left over food or wax paper.
3. Use the brush side for scraping the food and use the edged side for scraping the wax paper. Do not use chemicals on the ovens.

**Take dirty dishes to the back room:** This includes pizza cutter and pizza paddles.

**Sweep and mop:** Make sure that all areas of the floor, including the hard to reach spaces, are swept and mopped, especially around the oven and line fridge.

**Throw away all remaining pizzas and calzones from warmer.** Calzones can be kept for two days but all pizzas must be thrown away each night.

**Stock the pizza tall cart with pizza pucks to thaw overnight and move into fridge #3.** Specific instruction on how to do this is on page 3 of this manual.

**Empty and scrub the garbages:** Take out full garage bags, replace them with new ones, and scrub the outside of the garbages with hot water and a scouring pad.

**Break down all cardboard boxes and take them to the recycle bin.**
## Closing Duties

<table>
<thead>
<tr>
<th>SLICED CLOSING DUTIES</th>
<th>Manager’s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stock pizza toppings and close up make table.</td>
<td></td>
</tr>
<tr>
<td>Sanitize prep table/ cutting board</td>
<td></td>
</tr>
<tr>
<td>Turn off the ovens and clean them</td>
<td></td>
</tr>
<tr>
<td>Turn off the warmers/ clean inside and out</td>
<td></td>
</tr>
<tr>
<td>Take dirty dishes to the dish room</td>
<td></td>
</tr>
<tr>
<td>Wipe fronts of doors and cabinets</td>
<td></td>
</tr>
<tr>
<td>Stock Pizza Cart and move to fridge #1</td>
<td></td>
</tr>
<tr>
<td>Wipe shelves under prep table</td>
<td></td>
</tr>
<tr>
<td>Glass clean pizza warmers</td>
<td></td>
</tr>
<tr>
<td>Sweep and mop including under counters</td>
<td></td>
</tr>
<tr>
<td>Empty and scrub the garbages</td>
<td></td>
</tr>
<tr>
<td>Breakdown all cardboard boxes take to recycle con-</td>
<td></td>
</tr>
<tr>
<td>Get checked off by a Manager</td>
<td></td>
</tr>
</tbody>
</table>

All of these items must be checked off by a Manager; you cannot sign yourself off.
Pizza Warmers: Turn the pizza warmer off, and take apart the racks inside (they can be unscrewed). Wash the racks through the dishwasher, and scrub the inside and outside of the warmer with hot, soapy water. Sanitize the inside and outside with a clean sani-rag, including the tops of the warmers. Move the warmer, and wipe the counter underneath with a clean sani-rag. Clean the glass with glass cleaner and a coffee filter. Put the warmers back together.

Fridges: Pull the fridges away from the wall. Scrub the wall with hot, soapy water, and then sanitize with a clean sani-rag. Sweep the floor, and then mop with a blue scrubber-mop and degreaser. Re-mop with a regular mop and clean mop water. Polish the outside of the fridges with stainless steel cleaner.

Pizza Racks: Clean the pizza racks and shelves inside the pizza fridge with hot, soapy water, and then sanitize with a clean sani-rag.

Shelves Underneath Warmers: Pull all items off the shelves underneath the warmers. Scrub the shelves with hot, soapy water, and then sanitize with a clean sani-rag. Polish the shelves with stainless steel cleaner, and then replace the items in an organized way.

Underneath Make-Table: Pull all items off the shelf underneath the make-table. Scrub the shelf with hot, soapy water, and then sanitize with a clean sani-rag. Polish the shelf with stainless steel cleaner, and then replace the items in an organized way.

Make-Table Drawers: Pull all items out of the make-table drawers. Scrub the inside and outside of the drawers with hot, soapy water, and then sanitize with a clean sani-rag. Polish the drawers with stainless steel cleaner. Replace all items in an organized way.

Cupboards: Pull all items out of the cupboards. Scrub the inside and outside of the cupboards with hot, soapy water, and then sanitize with a clean sani-rag. Replace all items in an organized way.

Garbage Area: Pull the garbage can and freezer away from the wall. Scrub the walls with hot, soapy water, and then sanitize with a clean sani-rag. Sweep the floor, and then mop with a blue scrubber-mop.

Wall Between Fridge and Oven: Scrub the wall with hot, soapy water, and then sanitize with a clean sani-rag.

Oven: Dust and sanitize the top of the oven. Wipe away any stains or crumbs from the front of the oven with a damp rag. Polish the oven doors with stainless steel cleaner.
All of these items must be checked off by a Manager; you cannot sign yourself off.