

HIDEAWAY PIZZA®

Pizza (Make) Room: Opening and Closing

Opening and Stocking:

After the dough is ready, the next step is to stock toppings. When stocking, remember FIFO - First In First Out. Rotation of food products is the most important part of stocking up.

- The “make tables” will be stocked from the night before. Check both the veggie and meat “make tables” to determine what may need to be stocked.
- Properly rotate the food. The old toppings need to go on top of the new toppings. Some items will be empty from the night before.
- The fruits and veggies should have been stored inside the make table, **not on top**, overnight. This will prevent them from freezing overnight.
- Both meat and veggie tables should be stocked before and after the lunch rush. All products for pre-rush stocking can be found in the walk-in or storage shelves. You should always grab the oldest product in the walk-in to use first (FIFO).
- A few high-volume items that need to be fully stocked are cheese, pepperoni, sausage, hamburger, pizza sauce, green pepper, mushrooms, onions, black olives, chicken, artichokes, Canadian bacon, tomatoes, spinach, feta, provolone and cheddar cheese. The better you are stocked, the smoother the rush. After the rush, stock up again.

Prep: Each day a Manager or AKM will fill out a prep list. The Prep should be completed before lunch, if time permits. Of course, if you have several caterings to prepare for, there will be time in the afternoon to finish prep.

Closing/Breakdown: Breaking down the make room consists of three general duties. These areas are changing out the pans, cleaning/sanitizing, and the final duties after close. The first priority in the make room at night is making tickets in a timely and orderly manner. Breaking down should take place as time and labor permits. **One hour before close** is the earliest you can change out pans. Remember to always ask the manager on duty for permission to change out.

Pan Change-Out:

- The main reasons to change out pans is food rotation (FIFO) and cleanliness.
- Always stock up the pans before you change out.
- Every pan needs to be taken out of the table and the remaining toppings put in a clean pan. Do this by putting a clean pan on top of the full pan and turn it over.
- When all the pans are out of the table and rotated, the inside of the tabletop can be cleaned.
- The cheese and sauce pans will be left empty for the night. These items are to be stored inside the make table until the next day.
- All leaf products should be covered and stored under the make table.
- Cleanliness should never be sacrificed for speed or lowering labor costs.

Cleaning:

- General cleaning should be done along the way and as necessary: sweeping, wiping down, etc...
- Each piece of equipment and utensils must be cleaned every night. This includes the ovens, refrigerated tables, ladles, spoodles, floors, walls, etc.
- Pay close attention to detail on equipment that is in contact with food. For example, when cleaning the make tables, take all products out of the tables so you can get into the corners. Also, clean the handles, gaskets, and doors. Sanitize after cleaning.
- Every night complete the make room check list as you finish each job.

Final Duties:

- Turn off the oven.
- Put all items on top of the make tables that can freeze, inside the walk-in or make table.
- Cover the product on the make table with plastic wrap & table lids.
- Sweep and mop.
- **Make sure all tables are plugged in before you leave.**
- Closing the make room should be one of the fastest areas to finish. After completing all duties, the make person must be checked out by a Manager. Being in a hurry or only doing enough to get by is a sure way to extend a shift. Each job requires attention to detail and thoroughness. Learn to establish "pride in a job well done"!
- If you get done before the other areas of the kitchen are done, help them out, everyone should leave together.