FREE ENTERPRISE

INDIVIDUALIZED ACTIVITY

PRE-PRODUCTION DAY ASSIGNMENTS

DIRECTIONS: Give each worker his/her job assignment. Have him/her check off each completed item and return the form to you when completed.

1. MANAGER--NAME

   __________  Oversee all workers.

   __________  Make sure that workers are dressed appropriately, that their hands are washed, and that work areas are kept clean.

   __________  Make sure that each worker is at his/her post, and fulfilling his/her job assignment.

   __________  Make sure all workers have done their clean up assignments before waiting to eat in the seating area.

   __________  Oversee the serving and seating areas to make sure the workers are orderly in paying for their food, receiving it, and cleaning up their area when guests finish eating.

   __________  Make sure all time cards are filled out accurately and turned in to the Time Card Station.

2. ASSISTANT MANAGER--NAME

   __________  Prepare all supplies to distribute to your production line.

   __________  Fill in for any absent worker on your production line.

   __________  Fill any assignments made to you from the manager.

   __________  As per President's Instructions, put supplies away when returned to you from workers.
3. SET UP--NAME

Get flour, two rolling pins, wax paper, and a ball of dough for each pizza you are to make from the assistant manager.

Dust the wax paper with flour. Roll out the dough into a circle.

Pass the pizza circle onto the next person.

Wash your hands. Clean up your area.

Help set up the seating area for eating the prepared food. Pay the cashier for your food.

4. SAUCE--NAME

Collect two sets of measuring spoons.

Get the pizza sauce from the assistant manager. Spread one tablespoon of sauce onto the pizza. Pass the pizza circle on to the next person.

Wash the measuring spoons and put them back where you found them.

Return the unused sauce to the assistant manager. Wash your hands. Clean up your area.

Help set up the seating area for eating the prepared food. Pay the cashier for your food.

5. MEAT--NAME

Get the assigned meat from the assistant manager. Place three pieces of meat on each pizza.

Pass the pizza circle on to the next person. Return the unused meat to the assistant manager. Wash your hands. Clean up your area.

Help set up the seating area for eating the prepared food. Pay the cashier for your food.
6.  CHEESE--NAME

_______ Get the cheese and a 3 oz. cup from the assistant manager. Use the 3 oz. cup to measure the cheese.

_______ Sprinkle one cup of cheese over the pizza round.

_______ Pass the pizza circle on to the next person.

_______ Return the unused cheese to the assistant manager.

_______ Wash your hands. Clean up your area.

_______ Help bakers remove pizzas from the oven and place on paper plates.

_______ Sit in the seating area until the food is ready.

7.  BAKER--NAME

_______ Pre-heat the assigned ovens to 400 degrees.

_______ Get the baking sheets, cooling racks, pancake turners, hot pads and shortening from the assistant manager.

_______ Grease the baking sheets with a piece of wax paper.

_______ Place six pizzas on one baking sheet.

_______ Place in an oven. Set the timer for 10 minutes.

_______ When the crust is lightly browned, remove the pizza from the oven.

_______ Place each pizza on a paper plate.

_______ Wash your hands. Clean up your area.
8. SHAKE 1--NAME

Get the ice cream and blenders from the assistant manager.
Slice each half-gallon of ice cream in half.
Add one section of the ice cream to the blender.
Pass the blender on to the next person.
Wash your hands. Clean up your area.

9. SHAKE 2--NAME

Get syrup and milk from the assistant manager.
Add 1/3 cup syrup (scoop out with a rubber scraper) and 1-1/4 cups milk to the ice cream in the blender.
Blend until mixture is smooth and creamy.
Pass the blender on to the next person.
Wash your hands. Clean up your area.

10. SHAKE 3--NAME

Get paper cups and spoons from the assistant manager.
Count out the paper cups and spoons needed for your production line.
Pour the prepared shake mixture into the cups.
Carry the tray of shakes to the serving area.
Wash your hands. Clean up your area.
11. **INSPECTOR-CASHIER--NAME**

Survey the pizza and shake production lines to make sure cleanliness and quality standards are being met.

When the pizza is ready to be served, act as the cashier. Stamp each worker's order Paid and give it back to him/her so he/she can use it to pick up a pizza.

When all workers have paid, you can wait in the seating area until the food is ready to be served.
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