

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.

ORDER FORM
Pepporoni Pizza _____ Ham Pizza _____
Shake: Please write in flavor: _____
Total of order: _____
Order placed by: _____

ORDER FORM
Pepporoni Pizza _____ Ham Pizza _____
Shake: Please write in flavor: _____
Total of order: _____
Order placed by: _____

ORDER FORM
Pepporoni Pizza _____ Ham Pizza _____
Shake: Please write in flavor: _____
Total of order: _____
Order placed by: _____

ORDER FORM
Pepporoni Pizza _____ Ham Pizza _____
Shake: Please write in flavor: _____
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