



## Appendix A Training Checklist

EACH ITEM WILL BE INITIALED BY THE TRAINING SUPERVISOR (TS) AND THE IN STORE TRAINER (IST)

PURPOSE: OUR TRAINING OBJECTIVE IS TO TRAIN THE IST

TRAINING SUPERVISOR (TS): \_\_\_\_\_

IN STORE TRAINER (IST): \_\_\_\_\_

STORE: \_\_\_\_\_

FIRST DATE OF TRAINING: \_\_\_\_\_

LAST DAY OF TRAINING: \_\_\_\_\_

### WINNER VS. LOSER

GO OVER WINNER vs LOSER

TS:

IST:

### TEN COMMANDMENTS

EXPLAIN THE TEN COMMANDMENTS AND WHAT EACH ITEM MEANS TO PIZZA PRO. GIVE EXAMPLES FOR EACH ITEM.

WHY NUMBER 11 IS THE MOST IMPORTANT ONE OF ALL

TS:

IST:

### DOUGH MANAGEMENT

|                                     |     |      |
|-------------------------------------|-----|------|
| TIME AND TEMPERATURE                | TS: | IST: |
| DOUGH RECIPE                        | TS: | IST: |
| WHAT IS THE DOUGH TEMP AFTER MIXING | TS: | IST: |
| HOW DO YOU RAISE/LOWER THE TEMP     | TS: | IST: |
| KNOW WEIGHTS OF SM, MED. LRG        | TS: | IST: |
| HOW MANY PER TRAY                   | TS: | IST: |
| WHAT IS DOUGH PROOFING              | TS: | IST: |
| WHAT IS THE PROOFING TEMP           | TS: | IST: |
| HOW TO PROOF DOUGH                  | TS: | IST: |
| HOW TO FIGURE HOW MUCH TO PROOF     | TS: | IST: |
| MARK DOUGH TRAYS                    | TS: | IST: |
| HOW TO ROTATE DOUGH                 | TS: | IST: |

|                         |     |      |
|-------------------------|-----|------|
| WHAT IS CROSS-STACKING  | TS: | IST: |
| SHELF LIFE OF DOUGH     | TS: | IST: |
| DOUGH TERMS             | TS: | IST: |
| HELPFUL HINTS FOR DOUGH | TS: | IST: |
| WHAT IS GREEN DOUGH     | TS: | IST: |

**FOOD PREPARATION**

|  |     |      |
|--|-----|------|
| WHAT IS PREP                             | TS: | IST: |
| HOW MUCH FOOD TO PREP                    | TS: | IST: |
| CHEESE                                   | TS: | IST: |
| STORAGE                                  | TS: | IST: |
| ONIONS/GREEN PEPPERS                     | TS: | IST: |
| STORAGE                                  | TS: | IST: |
| HAM                                      | TS: | IST: |
| STORAGE                                  | TS: | IST: |
| PEPPERONI/SAUSAGE/BEEF/ITALIAN           | TS: | IST: |
| STORAGE                                  | TS: | IST: |
| SAUCE                                    | TS: | IST: |
| STORAGE                                  | TS: | IST: |
| RIPE OLIVES/MUSHROOMS/PINEAPPLE/JALAPENO | TS: | IST: |
| STORAGE                                  | TS: | IST: |
| BOXES                                    | TS: | IST: |
| THIN CRUST                               | TS: | IST: |
| STORAGE                                  | TS: | IST: |
| DEEP PAN                                 | TS: | IST: |
| STORAGE                                  | TS: | IST: |
| PARM/ROMANO MIX                          | TS: | IST: |
| BREADSTICKS                              | TS: | IST: |
| STORAGE                                  | TS: | IST: |

**BASIC PIZZA MAKING TECHNIQUES**

|                              |     |      |
|------------------------------|-----|------|
| CUTTING THE DOUGH FROM TRAY  | TS: | IST: |
| USING DOUGH ROLLER/DOUGH PRO | TS: | IST: |
| ROTATING PIZZA PANS          | TS: | IST: |
| WHY                          | TS: | IST: |

|  |     |      |
|--|-----|------|
| PLACE DOUGH IN PAN                     | TS: | IST: |
| WHICH SIDE IS UP                       | TS: | IST: |
| WHY                                    | TS: | IST: |
| HOW TO USE SCALES                      | TS: | IST: |
| HOW TO USE CUPS                        | TS: | IST: |
| WHAT ITEMS GO ON THE PIZZA             | TS: | IST: |
| IN WHAT ORDER                          | TS: | IST: |
| HOW MUCH TO PUT ON THE PIZZA           | TS: | IST: |
| WHY PUT A HOLE IN 3 OR MORE ITEM PIZZA | TS: | IST: |
| HOW DO YOU SAUCE A THIN CRUST          | TS: | IST: |
| HOW TO PUT A PIZZA IN THE OVEN         | TS: | IST: |
| 1 OR 2 ITEM 6 INCH                     | TS: | IST: |
| ALL OTHERS                             | TS: | IST: |
| WHEN DO YOU TAKE IT OUT OF THE OVEN    | TS: | IST: |
| HOW DO YOU BOX AND CUT                 | TS: | IST: |
| 6 INCH                                 | TS: | IST: |
| 11 INCH                                | TS: | IST: |
| 14 INCH                                | TS: | IST: |
| 16 INCH                                | TS: | IST: |
| CHEESESTICKS                           | TS: | IST: |
| THIN CRUST                             | TS: | IST: |
| HOW TO CALL OVEN TIMES                 | TS: | IST: |
| WHY                                    | TS: | IST: |

**ORDER TAKING**

|                                    |     |      |
|------------------------------------|-----|------|
| NUMBERING SYSTEM ON DOORSHEET      | TS: | IST: |
| WHY USE THEM IN ORDER              | TS: | IST: |
| HOW LONG TO KEEP/WHY               | TS: | IST: |
| EXPLAIN ABBREVIATIONS FOR TOPPINGS | TS: | IST: |
| PEPPERONI - PINEAPPLE              | TS: | IST: |
| HAM - HAMBURGER                    | TS: | IST: |
| ONIONS - OLIVES                    | TS: | IST: |
| HOW TO MARK FOR WHOLE PIZZA        | TS: | IST: |

|                               |     |      |
|-------------------------------|-----|------|
| LEAVE SOMETHING OFF           | TS: | IST: |
| HOW TO MARK SIZE              | TS: | IST: |
| DRINKS                        | TS: | IST: |
| NAME                          | TS: | IST: |
| ADDRESS/CARRY-OUT             | TS: | IST: |
| PHONE NUMBER                  | TS: | IST: |
| PRICE                         | TS: | IST: |
| COUPONS                       | TS: | IST: |
| MORE THAN 1 PIZZA             | TS: | IST: |
| TIME                          | TS: | IST: |
| HOW LONG FOR PICK UP/DELIVERY | TS: | IST: |
| HOW DO YOU KNOW               | TS: | IST: |
| COMPLETE BOTTOM FORM          | TS: | IST: |
| RECAP SHEET                   | TS: | IST: |
| POSTING SLIPS                 | TS: | IST: |
| PINK                          | TS: | IST: |
| YELLOW                        | TS: | IST: |
| STORAGE OF COMPLETED FORMS    | TS: | IST: |

EQUIPMENT

|                  |     |      |
|------------------|-----|------|
| OVENS            | TS: | IST: |
| SET TEMPERATURE  | TS: | IST: |
| SET BELT SPEED   | TS: | IST: |
| CLEANING OUTSIDE | TS: | IST: |
| CLEAN VENTS      | TS: | IST: |
| REMOVE BELT      | TS: | IST: |
| REMOVE FINGERS   | TS: | IST: |
| RESET SWITCHES   | TS: | IST: |
| DOUGH ROLLER     | TS: | IST: |
| SETTINGS         | TS: | IST: |
| CLEANING         | TS: | IST: |
| DOUGH PRO        | TS: | IST: |
| SETTINGS         | TS: | IST: |
| CLEANING         | TS: | IST: |

MAKELINE

|             |     |      |
|-------------|-----|------|
| TEMPERATURE | TS: | IST: |
| CLEANING    | TS: | IST: |

MIXER

|                     |     |      |
|---------------------|-----|------|
| SPEED               | TS: | IST: |
| TIME                | TS: | IST: |
| CLEANING            | TS: | IST: |
| 3 MONTH MAINTENANCE | TS: | IST: |

OPENING/CLOSING THE STORE

OPENING

|                         |     |      |
|-------------------------|-----|------|
| HOW MUCH DOUGH TO PROOF | TS: | IST: |
| WHICH OVEN TO TURN ON   | TS: | IST: |
| HOW MUCH FOOD TO PREP   | TS: | IST: |

CLOSING

|                                     |     |      |
|-------------------------------------|-----|------|
| HOW MUCH DOUGH TO PROOF             | TS: | IST: |
| HOW MUCH MONEY TO LEAVE<br>IN STORE | TS: | IST: |
| HOW MANY BOXES TO FOLD              | TS: | IST: |
| HOW MUCH FOOD TO PREP               | TS: | IST: |
| WHAT NEEDS TO BE CLEANED            | TS: | IST: |

ADMINISTRATIVE PAPERWORK

DAILY INVENTORY

|                               |     |      |
|-------------------------------|-----|------|
| WHY DO WE DO IT               | TS: | IST: |
| WHERE TO GET STARTING INVEN.  | TS: | IST: |
| WHERE TO GET DELIVERED INVEN. | TS: | IST: |
| WHERE TO GET PRICE            | TS: | IST: |
| WHAT TO DO WITH TOTAL         | TS: | IST: |
| HOW TO FIGURE FOOD COST %     | TS: | IST: |
| WHAT DOES IT MEAN             | TS: | IST: |

WEEKLY/MONTHLY INVENTORY

|                 |     |      |
|-----------------|-----|------|
| WHY DO WE DO IT | TS: | IST: |
|-----------------|-----|------|

|                           |     |      |
|---------------------------|-----|------|
| WHERE TO GET PRICE        | TS: | IST: |
| WHAT TO DO WITH TOTAL     | TS: | IST: |
| HOW TO FIGURE FOOD COST % | TS: | IST: |
| WHAT DOES IT MEAN         | TS: | IST: |

HOURLY

|                                 |     |      |
|---------------------------------|-----|------|
| COMPLETING PIE HOURS            | TS: | IST: |
| COMPLETING DAILY SIZE TOTALS    | TS: | IST: |
| WHERE TO GET DAILY NET SALES    | TS: | IST: |
| WHERE TO GET DAILY FOOD COST    | TS: | IST: |
| HOW TO FIGURE DAILY FOOD COST % | TS: | IST: |
| HOW TO DO WEEKLY RUNNING TOTALS | TS: | IST: |
| HOW TO FIGURE UP/DOWN FOR WEEK  | TS: | IST: |

WEEKLY SALES REPORT

|                           |     |      |
|---------------------------|-----|------|
| WHERE TO GET NET SALES    | TS: | IST: |
| HOW TO FIGURE ROYALTIES   | TS: | IST: |
| WHY COUNT COUPONS         | TS: | IST: |
| HOW TO FIGURE FOOD COST % | TS: | IST: |
| WHERE TO GET NUMBER SOLD  | TS: | IST: |
| WHERE TO MAIL REPORT TO   | TS: | IST: |

MULTIFOODS ORDER FORM

|             |     |      |
|-------------|-----|------|
| YEILD CHART |     |      |
| HOW         | TS: | IST: |
| WHY         | TS: | IST: |