

## Section 4

# Food Preparation

### PREP PERSON

#### Job Description

The prep position must be able to fully understand the procedure for creating our products. Must be capable of understanding tried and true recipes. Must be able to use the recipes to ensure proper portions as well as quality food.

#### General Information

The great quality of our products is the basis of our success as being #1 in Product, Service and Pride. Our product is what brings our customers back time and time again. Your job is make sure our customers receive a quality product time and time again. The impression the customer forms of the product will depend on the impression they form with the prep persons ability to make the “perfect recipe.” The most important thing a prep person can do when preparing a recipe is to fix it right! Effective concentration is the key to a successful recipe. We must ensure the ingredients are correct when we prepare it from the time it goes into the cooler until the time it goes to the customer. Never give the customer the impression that we are too busy to do it right.

**REMEMBER, THE CUSTOMER IS THE REASON WHY WE ARE HERE**

#### STORAGE

**ALL FOOD ITEMS WILL BE DATED & CHECKED IN WHEN BROUGHT INTO THE STORE.**

All food items should be dated and rotated. Using the first in, first out method, date and rotate inventory so that the first product in is the first product to be used.

All food items will be stored in a clean, dry area at least 6” off the ground. No food will be stored on the floor.

Perishable food items will be stored in a refrigerated unit at all times.

Food items will be covered at all times.

Shelf-life for most perishable food items is two weeks from the date of delivery.

Meats and cheeses can be frozen for up to six months.

If freezer space is available Pizza Pro recommends keeping meats and cheese frozen until 4 days before use.

Never use frozen product when making pizzas.

A Frozen product changes your oven temperature, leaves water in the pizza, and causes dough to be under cooked.

If you ever receive food from your vendor, that goes bad in less than two weeks, call your vendor with the number from the vendor tag located on the outside of the box.

## **ONIONS**

Prepare only enough to be used in the next 24 hours.

Use medium yellow onions.

Wash in cold water.

Place in dicer or slicer with skin side up.

Dice/Slice and drain. (Note: if slicing use an 1/8 inch thickness for cutting).

Place in covered container. Initial, Date, Refrigerate and Rotate.

Clean dicer of slicer.

## **GREEN PEPPERS**

Prepare only enough for use in the next 24 hours.

Break the core of the pepper by pushing in with both thumbs.

Break into quarters (leave whole if slicing) and wash in cold water.

Place in dicer or slicer with skin side up.

Dice/Slice and drain. (Note: if slicing, use an 1/8 inch thickness for cutting)

If slicing, quarter the slices after slicing.

Place in covered container. Initial, Date, Refrigerate and Rotate.

Clean dicer or slicer.

## **FRESH MUSHROOMS**

If using whole mushrooms, rinse in cool water, then slice. Slice at 1/8 inch thickness. Prepare only enough for today's use.

Do not dice fresh mushrooms. They turn black too quickly and also become too soft. If you have a dicer and would like to use fresh mushrooms, purchase them pre-sliced. You do not need to rinse them if they are pre-sliced.

### **RIPE OLIVES, PINEAPPLES, JALAPENOS, CANNED MUSHROOMS, BANANA PEPPERS, AND GREEN OLIVES**

Clean the top of the can. Open can.

Pour entire contents of can into a covered container (DO NOT DRAIN JUICE).

Initial, Date, Refrigerate and Rotate.

### **CHEESE AND MEATS**

There is no special preparation of cheese or meats.

If it is frozen, it must be thawed inside the cooler before use.

If frozen meats and cheeses are used, they will produce a watery pizza. Also if using the weight cups instead of a scale, you will use more toppings than necessary due to the fact that the frozen product contracts. This could cost quite a sum of money if it happens often.

### **PARMESAN/ROMANO CHEESE MIX**

Pour contents from a five (5) pound case of **Parmesan/Romano Cheese** into a covered container.

**Add two (2) Pizza Pro Spice Blend Packs.**

**Mix Well.**

Initial, Date, Refrigerate, and Rotate.

### **SAUCE**

Sauce can be stored at room temperature until it is opened.

After cleaning the top, open, pour into covered container, initial, date, refrigerate and rotate.

### **HOT, BARBECUE AND ITALIAN WINGS**

\*\* Chicken wings will be delivered frozen to your store.

\*\* Thawed they are good for 7 Days.

\*\* Use your hourly to find out how much you need to thaw daily.

\*\* High volume stores can pre-prepare by placing wings in aluminum foil in increments of 10 (five wings and five drums).

\*\* To achieve the ultimate 160 degrees, (health department requirement for all chicken products after cooking) wings must be thawed prior to baking.

### **HOT SUB SANDWICH BREAD**

\*\* It will be delivered frozen.

\*\* Use hourly to find out how much you need to thaw daily.

\*\* Thawed bread is good for 4 Days.

## THIN CRUST

\*\* Thin crusts will be delivered frozen.

\*\* They are best kept in their boxes in the freezer until needed.

\*\* If a freezer is not available, they are good for 7 days refrigerated.

\*\* If frozen, bring up to room temperature an hour before use.

\*\* Crust must be kept in some type of container, do not let stand open in either the freezer or cooler.

## HOW MUCH DO YOU NEED?

At the close of business each day there should be enough food prepared for the next day's sales. The exception is fresh mushrooms.

Using the "Daily Inventory" for the past tree weeks get an average of how much of each food item was used (on Monday night look at Tuesday's inventory, on Tuesday night, look at Wednesday's inventory.)