

Section 9

Preparing For Business

MORNING

Pull enough dough for lunch out of the cooler with sufficient time to reach 60 degrees. This should be dough that was proofed the day before.

**** Dough needs to be at least 60 degrees before use, you can double broil dough before you cook first pizza to get the correct temperature. Refer to page 3-5 in the manual.**

Make certain the make line is fully stocked (top and bottom).

Turn on the ovens and DoughPro. Preferably, use the bottom oven first. The top oven will reach correct baking temperature quicker with the heat from the bottom oven.

Make sure that plenty of boxes are folded.

Make sure that plenty of green peppers and onions are chopped.

Turn the signs and lights on.

Unlock the door at open.

**** Be sure there is enough cash for the days sales.**

AFTERNOON

Put away dough that has warmed to above 60 degrees.

Fill make line (stock food underneath).

Prep green peppers and onions (only enough for use in the next 24 hours.)

Make dough (refer to the previous week's hourlies to determine the amount of dough needed.)

Fold boxes.

Pull enough dough for dinner from the cooler early enough to allow the dough to warm between 60 and 70 degrees.

Once the dough has warmed to above 60 degrees, return it to the cooler unless it will be used within the next 30 minutes.

EVENING

Pull enough dough for the next day's lunch from the cooler.

Allow the dough to warm between 60 and 70 degrees, and then return it to the cooler.

Insure there is enough food prepped for the next day's sales.

Onions, Green Peppers, Mushrooms, Ripe Olives, and Boxes.

Insure all money is removed from the store and make nightly deposit.

DELIVERY PROCEDURES

- Sales:** Customer Calls
Sales person gets phone number
Sales person verifies name and address
If customer has a sector # then ask if delivery is requested
If customer does not have a sector # then:
 Sales person asks if customer is within 7 miles
 If customer is within 7 miles as if delivery is requested.
If customer does not want delivery then change type to C/O.
Sales person informs driver of delivery.
- Oven Tender:** Place dine in and carry out orders on the warmer (if possible)
Place only deliveries on oven (if possible)
Inform drivers of deliveries
- Driver:** Driver locates order
Driver checks contents of order
Driver puts pizza in hot bag.
Driver calls number on box to verify location oand special instructions
Driver checks himself/herself out on the order.
Driver call out time before leaving the building
Driver safely delivers the order
Driver returns promptly and checks himself/herself in
Driver makes drop of excess money (all money over \$20).
Driver immediately checks for next order.
If no orders then driver checks down-time list for things that need to be done

DRIVER DOWN-TIME LIST

- (1) Fold boxes
- (2) Buss tables
- (3) Pick up boxes in rear of building
- (4) Wash dishes