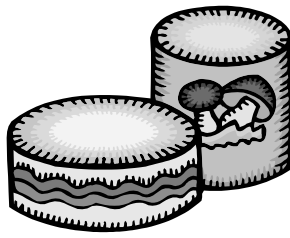


PERKY'S PIZZA
and a whole lot amore!

Operations Manual



**Perky's Foodservice
Concepts, Inc.**

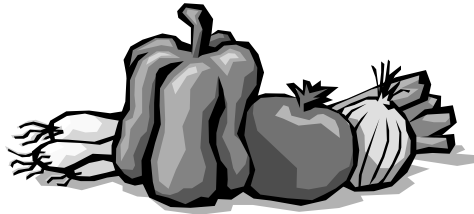


Canned Products

A few items arrive canned. It is recommended if any item is available fresh, that should be the choice. In some circumstances canned products are required. Mushrooms, black olives, and jalapenos are some of the items that are not practical fresh options. Mushrooms are usually available fresh in all markets and are highly recommended over their canned counterparts. The canned variety is expensive, require additional preparation of rinsing and draining, and do not have the appeal that fresh mushrooms have. Fresh produce should be purchased on the local level therefore it will be necessary to use an existing local food purveyor or establish delivery with a local produce company. Perky's food distributors carry a complete line of canned goods if you decide to use that alternative.

Receiving and Storage: When receiving canned product it should be delivered at room temperature. Check the cases carefully for any damaged or dented cans. These should be sent back to the distributor. Place in dry storage on shelving upon receiving. Store in a cool to moderate temperature location away from any heat producing equipment such as furnaces or ovens. Do not drop or handle carelessly. Rotate the stock using the FIFO (first in / first out) method to ensure the freshness of the product.

Usage and Refrigeration: The normal packaging is six, ten-pound cans per case. Open cans using a can opener. Be careful not to cut yourself on the can or the lid. Once product has been removed from the can, place the can and the lid in the garbage carefully. All canned products must be drained before using as an ingredient on the pizza. Once they are drained and prepared, place into a 1/9 pan in the pizza make unit. At the end of the day all product left over should be placed in a clean dry plastic container, covered and marked with the date.



Fresh Produce

Fresh produce, which includes green peppers, onions, mushrooms, and other selections are always preferred over frozen products. Although there may be a little more preparation involved the final product is of a higher quality. If frozen products are used they must be thoroughly drained to remove all excess water. Be aware the shelf life once defrosted is quite short before the quality deteriorates. Fresh products should be purchased through a local produce supplier, supermarket or full service food distributor. Prices will fluctuate during the year so shop around to get the best price and quality.

Receiving and Storage: Fresh produce should always be received slightly chilled, never hot. A clear consistent skin color, free of bruises, no decay apparent and a crisp texture are the characteristics you are looking for in fresh produce. The products should be kept refrigerated to maintain shelf life at 38°F-40°F.

Usage and Refrigeration: Produce can be prepared in rings or as a diced cut. We recommend that you use the dice cut, as it is easier to control the consistency and the portioning when making the pizza.

Green Bell Peppers

1. Always wash green peppers under cold running water rubbing gently to remove any dirt and chemicals that may have been sprayed on the product.
2. Place pepper on its side. Cut the pepper in half lengthwise. This allows for easy removal of the seeds. If cutting slices, remove the last 1/4" of the pepper around the stem and leave the pepper whole.
3. Clean out seeds using your hands or a serving spoon.
4. Dice pepper into 1/8" squares or slice in 1/8" rings.
5. Store in a clean, dry covered container.
6. Mark the top of the container with the date.
7. Place the container in the refrigerator.

Cleaning Schedules

Cleaning schedules are done in a daily, weekly and monthly manner. Your location might require you to add or delete some tasks in these schedules. Customize them to fit your specific needs. With the employees utilizing and following the schedules your location will be kept clean and eye appealing.

Daily Schedules

- Cleaning of the workstation can be simple or difficult. If throughout the day you were cleaning up after yourself, being neat and organized, cleaning will be very easy.
- The dough press gets wiped down with a soft damp cloth. Do not use abrasive type cleaners and chemicals or the platens will be damaged.
- The oven should be wiped down on the outside with stainless steel cleaner. The loading and receiving trays on the ends of the oven and the crumb trays washed in a three-compartment sink according to regulations.
- Wash all the pans and utensils in the pizza make station and clean the inside of the prep unit then place the cleaned pans and utensils back into the unit so they are ready for tomorrow.
- Outside surfaces of all refrigeration should be wiped down with stainless steel cleaner. Be careful not to contaminate any food with the over spray.
- Make sure all counter surfaces are washed and sanitized.
- Sneeze guards and display cabinet cleaned with a glass cleaning solution.
- All rubber door gaskets inside the refrigeration washed to prevent mold growth and discoloration. Be sure to separate ridges and clean in between.
- Walls around the food preparation area and behind the garbage cans where splatter occurs must be washed.
- Garbage cans emptied, washed and air-dried. Do not put bags into a wet garbage can. Mold and unsanitary smells will occur.
- Sweep and mop the floors. Do not mop while still open for business.

Weekly Schedules

The job assignments should be rotated with all the employees participating in the weekly cleaning. Doing a good job with the daily cleaning will make the weekly cleaning easier and less time consuming.

- Clean the oven using the self-cleaning feature on the oven. Do this only late at night since smoking may occur and the oven gets very hot. See oven cleaning in section II of this manual for detailed instructions.
- All walls get washed with a mild cleaner from floor to ceiling.
- Shelving in the storage room emptied and washed down.
- All under counter shelving emptied and washed down.
- All signage washed or dusted on the walls and ceiling hangers.
- Ice bin drained out, washed rinsed and sanitized.
- Doors, windows, and all sides of all counters washed.

Monthly Schedules

Once a month these large cleaning projects should be done. Completing these last few tasks will complete your cleaning program.

- The ice machine bin, where all the ice is stored needs to be emptied washed out, rinsed then sanitized. Turn off the machine until after the bin has been sanitized with sanitizing solution.
- Depending on your flooring you should deep clean, scrub, buff or polish the floor. This may have to be done by an outside contractor.
- Clean the grates around the refrigerator's compressors. This allows the refrigeration to operate more efficiently. The units should be shut off when cleaning. They contain moving parts that are safety hazards.
- Empty all refrigerators and freezers, wash the inside and let air-dry.

Waste Log

The waste log keeps track of all waste on a weekly basis. All products thrown out must be written on the form. Whenever a listing is made, put the date down the waste occurred, who did it, the item, and the cause of waste. The manager must fill out the last two columns, the unit price and the total cost.

At the end of each week the manager will total the cost, and come up with ways to prevent future waste from occurring. Do not throw out these forms. Past records can be used to track waste trends and to see how you have progressed. Keep the forms in a three ring binder.

