

Food Prep

In this section you will see Azzip's standards surrounding the handling and preparation of our product. The goal of these prep guidelines is to maximize the effectiveness of two of our most valuable resources: time and space. When used in conjunction with the fundamentals of the Azzip Playbook, these guidelines ensure that shifts are set up for success and run as efficiently as possible.

When to Prep

Ideally, all tasks on the prep list should be completed before the store opens at 11 am. If certain items are not a priority or if we go through an unexpected amount of a certain ingredient during lunch, they may be pushed off until the afternoon in between the lunch and dinner rushes but keeping these items to a minimum is ideal because once we open the store, we cannot be sure how much time we will have.

How to Store

Food is in one of a few different states when it is in an Azzip. To explain the most effective way to prep at Azzip, it is helpful to break it down into two different forms: unprepared food and prepared food.

Storing: Unprepared Food

Unprepared food is the food at Azzip in its form as we receive it from the supplier. We take pride in serving as many scratch items as possible and in order to achieve that we get many unprepared base foods into the store that get prepared into the products we serve.

Attention to detail needs to be paid when ordering product to ensure that we are keeping on hand as little as needed. Just because you have the space for something does not mean that it should be ordered. **Product should only be ordered if there is a reasonable chance that you would need the product between the delivery date and the subsequent delivery.**

The storage of the unprepared and prepared food is critical for the freshness and safety of the food. As food gets delivered two main things need to happen promptly during the storage of it.

- Date - First, we need to know what date the product came in on. Employees need to ensure that this date is placed on the product with either a day dot or a date written with a permanent marker on a visible spot of the packaging.

- Rotation - Dating the food as it comes in helps with the second key piece of the storage process which is rotation. Azzip uses the standard FIFO system or First In First Out system. This means that the oldest product gets used first to ensure the safety and freshness of the food. It also helps us eliminate wasted food from items going bad.

Use the below guide to help determine where in the refrigeration the food should be stored. As you can see, the more dangerous the food is, the lower it is stored. It also illustrates that similar foods should be stored in the same area. So we need to keep dairy together in one area, meats in another, fresh vegetables in another, etc.



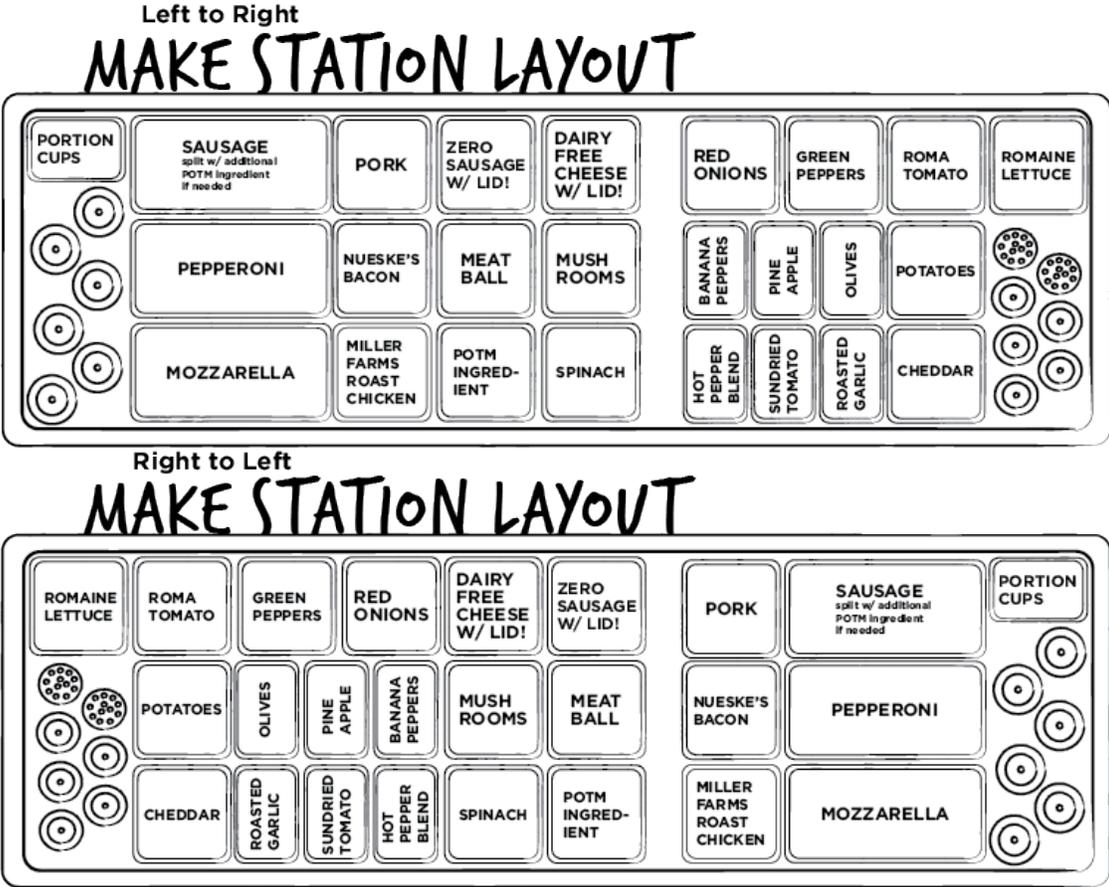
Storing: Prepared Food

Once food is prepared it gets stored in one of two different areas we have identified, the make station or the backup area. Through a lot of trial and error, we have figured out the simplest, safest, and most efficient way to store our prepared food to ensure the best product for our customers.

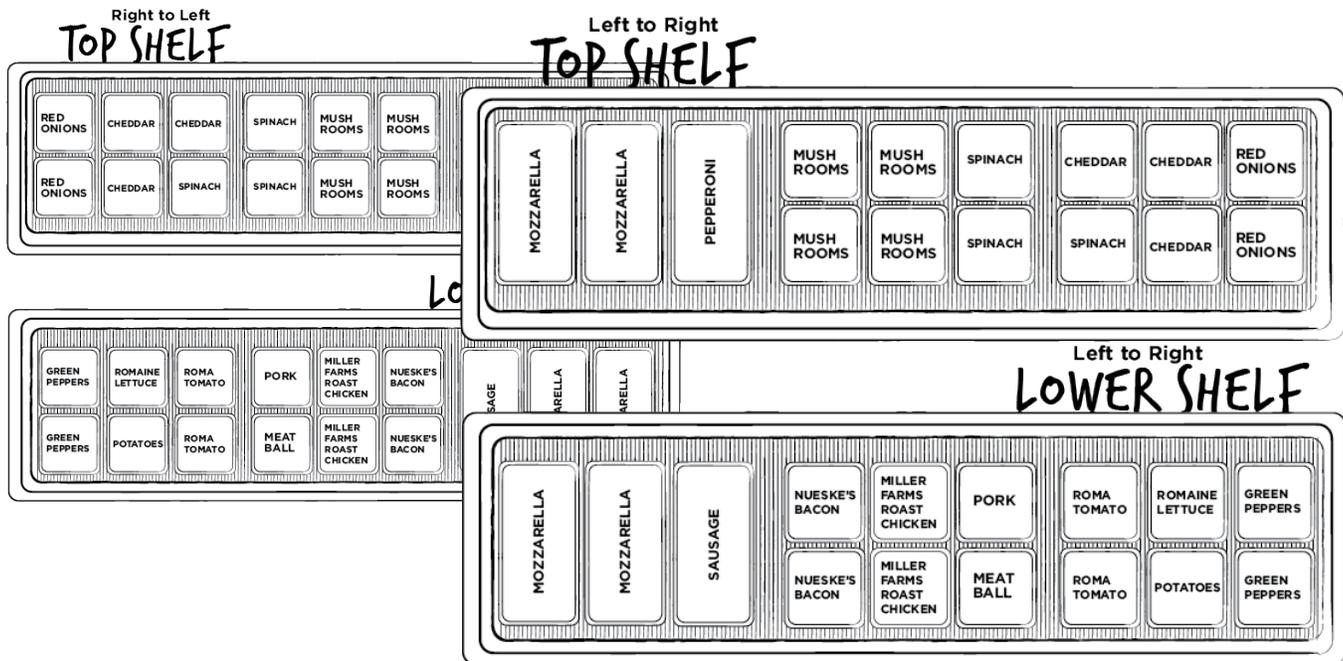
Make Station

The make station at Azzip is the refrigerator that houses all of the food that is on the line and visible to the guest along with the food that is below the line in pans and accessible via the doors. Below is a graph that shows the appropriate make station set up for the top portion of the table. Deviations

from this including the adding of extra ingredients leads to improperly rotated food and a poor use of storage space.



The bottom of the make station should be laid out like the picture below. The set-up of the make station was calculated by determining the rate at which we go through certain ingredients, and then ensuring that ingredients are stored in the make station in an appropriate proportion to that rate. For example, we go through mozzarella at nearly four times the amount of pepperoni, so there are four pans of mozzarella underneath the make station to every pan of pepperoni. When set up fully and properly, the make station should get a store through approximately \$2,500 of business. This does not include ninth pans and other ingredients not stored in the make station.



Back Up

Back up food at Azzip includes any fully prepared food that is not in the make station. It includes a large variety of food stored in multiple type of containers. This guide is very specific and will mandate what types of containers food should be stored in. Although the details may seem minute, they are critical in achieving the goal laid out in the beginning of the prep section: maximizing the effectiveness of our storage space and the time of our teams. Note that the Prep List section of the Azzip Way will go into further details about the amounts that food should be stored and the Prep Instructions section of the Azzip Way will also provide insight into storage of each individual product.

Sauces

Azzip's sauces should be stored as close to the make station as possible to allow for easy access by employees. While Italian Red, Zippy Ranch, Garlic Butter, BBQ, and Buffalo should always be stored in bottles when prepared, the storage of Azzip Pesto may be necessary in gallons due to its use in the preparation of dough and food that occurs offline.

Meats, Cheeses, and Vegetables

Prepared vegetables and meats that are not in the make station get stored in a few different ways depending on the vegetable or meat.

Ninth Pan - These are the smallest pan that Azzip has and are reserved for our strongest flavored food along with our least frequently ordered food. Ninth pans are not stored under the make station, so it is imperative they are stored cleanly, orderly, and not in excess. Ingredients that are stored in a ninth pan in back up include:

- banana pepper
- olive
- sundried tomato
- hot pepper blend
- pineapple
- garlic

Because of the need to prepare them in larger quantities, sundried tomato and olives may also be stored in Sterilites. In the picture below you can see a great example of these ninth pans being stored on our track system in a very clean and organized manner.



Sixth Pan - Sixth pans are the standard pan used at Azzip and this is what the bulk of Azzip ingredients are served in. Ingredients that are stored in a sixth pan in back up include:

- tomatoes
- potato
- lettuce
- dairy free cheese
- zero sausage
- cheddar
- Pizza of the Month ingredients



Third Pan - These are the biggest containers that fit on the line at Azzip and the only ingredient that may be out of the make station stored in this is the pinched sausage that we cook in house.



Sterilite - These bins are used for the bulk storage of prepared food. We use Sterilites for a few reasons. First, they make rotation of product easy, instead of having to pull out a multitude of pans to rotate you can just move one bin. Second, they make it much quicker to estimate how much prepared product we have on hand. Lastly, they stack nicely and allow us to effectively use our limited storage space. Ingredients that get kept in a Sterilite in back up include:

- o cut chicken
- o cut bacon
- o pinched sausage
- o cut green pepper
- o cut red onion
- o cut mushroom
- o hydrated sundried tomato
- o mixed olives



Other

Azzip also utilizes other containers and tools to store food that is either kept on the cut station or in the dining room for customers to help themselves to. Here are some guidelines for those items.

Grippos - we store these barbeque potato chips in 32 ounce spice shakers. To ensure proper rotation and please keep a small backlog of these prepared with crushed up Grippos so that you can rotate a new container in after the container runs out. The container should then be cleaned thoroughly and allowed to dry before refilling and placing in your backstock area.



Romano Cheese, Red Pepper Flake, and Zip Dust – all of these items are stored in shakers. Romano cheese and red pepper flake should be stored in shakers with the larger holes on top while Zip Dust should be stored in the containers with small holes on top. The refilling of these items should also work in a first in first out manner. Keep backups on hand so that when the shaker runs out in the dining room or in the kitchen, you can replace it with a fresh backup. Never pour fresh ingredients on top of old product.



831, Hot Honey, and other sauces – the same rules apply to these items that apply to those above. Keep a small backlog of these items prepared and when the product runs out in the dining area or at the cut station, replace that bottle with a fresh one and thoroughly clean out the old bottle.



Prep List

The prep list is a tool that Azzip utilizes that has a multitude of benefits that include:

- Ensuring we prepare the correct amount of food. AKA keeping our product fresh. Under prepping leads to chaos later in the day when the food begins to run out and over prepping can lead to low food quality, spoilage and potentially dangerous food.
- Ensuring the morning crew is working with a sense of purpose. When the morning crew has clear, defined expectations for what needs to be accomplished it makes it much easier to knock out a long prep list.

The prep list should be filled out by the PM manager for the next morning. This helps us be accurate in any orders placed that evening, encourages strong communication, forces managers to be thinking one shift ahead, helps us catch any issues the crew may run into in the morning, and allows the morning crew to hit the ground running.

The prep list is not intended to be put all on one person. When used appropriately it encourages strong teamwork amongst the staff. The way tasks are assigned on the prep list can vary based on how many employees are scheduled for the morning but it is recommended to split tasks up based on the subject of that task.

For instance, it likely makes the most sense to let one employee tackle all of the sauces while another may be focused on cooking meats and preparing vegetables. This kind of delegation is critical when often times, the shift leader will be spending a large portion of their morning rolling dough.

If you do not see an item on the prep list, it should be prepared as needed. Cheddar is an example of this, there are three cheddar pans underneath the make station. However, it should only be found in backup when there is already a bag of it opened to refill make station pans.

PREP LIST

CONVERSIONS
 8 ninth pans = 1 sterlite
 5 sixth pans = 1 sterlite
 3 third pans = 1 sterlite

SAUCE PREP

Make	Prep Unit	Yield	On Hand	\$2k	\$3k	\$4k	\$5k	\$6k	\$7k
ITALIAN RED	cans	1 can = 3 bottles		7	10	13	17	20	23
AZZIP PESTO	gallons	1 gallon = 4 bottles		3	4	5	7	8	9
GARLIC BUTTER	batches	1 batch = 2 bottles		3	5	6	8	9	11
ZIPPY RANCH	batches	1 batch = 2 bottles		2	3	4	5	6	7
BBQ	gallons	1 gallon = 4 bottles		2	3	3	4	5	6
BUFFALO	batches	1 batch = 3 bottles		1	2	2	3	3	4
AZZIP VINAIGRETTE	batches	1 batch = 1 bottle		0	0	1	1	1	2

COOKING

Make	Prep Unit	Yield	On Hand	\$2k	\$3k	\$4k	\$5k	\$6k	\$7k
COOKIES	treys	1 trey = 35 cookies		3	4	5	6	7	8
CHICKEN	cases	1 case = 2 sterlites		3	4	5	7	8	9
MARINATE? Y N									
BACON	2 cases	2 cases = 1 sterlite		2	3	4	6	7	8
SAUSAGE	cases	1 case = 1 sterlite		2	2	3	3	4	4
POTATO	bags	1 bag = 1 sixth pan		2	3	3	4	5	6
ZERO SAUSAGE	tubes	1 tube = 1 sixth pan		1	1	1	1	1	1

CUTTING

Make	Prep Unit	Yield	On Hand	\$2k	\$3k	\$4k	\$5k	\$6k	\$7k
MUSHROOMS	sterlites	1.2 sterlite = 1 case		3	4	5	6	7	9
GREEN PEPPER	sterlites	1.4 sterlites = 1 case		3	4	5	7	8	9
RED ONION	sterlites	1 sterlite = 16 onions		2	3	4	6	7	8
ROMA TOMATO	sixth pans	10 sixth pans = 1 case		2	2	3	3	4	4

MIXING, DRAINING, RINSING

Make	Prep Unit	Yield	On Hand	\$2k	\$3k	\$4k	\$5k	\$6k	\$7k
BANANA PEPPERS	gallons	1 gallon = 3 ninth pans		7	10	13	17	20	23
SUNDRIED TOMATO	bags	1 bag = 4 ninth pans		3	4	5	7	8	9
OLIVES	batches	1 batch = 8 ninth pans		3	5	6	8	9	11
HOT PEPPER BLEND	gallons	1 gallon = 4 ninth pans		2	3	4	5	6	7
PINEAPPLE	cans	1 can = 2 ninth pans		2	3	3	4	5	6
ROASTED GARLIC	bags	1 bag = 2 ninth pans		1	2	2	3	3	4

Estimate usage based on expected sales

NOTES, POTM, ETC.

Food Prep Scorecard

	Pass/Fail	Comments
Is the prep list being used appropriately including being completed the night before? <i>Check amounts prep including day dots</i>		
Is food prep being completed outside of rushes? <i>Ideally all before 10:55am but none from 11am-1pm and 5pm-7pm</i>		
Does the morning team have enough time for a 10 minute break before the day starts?		
Is the clean as you go method being followed? <i>Are tasks being cleaned up from fully before the next one is started</i>		
Is unprepared food being stored appropriately? <i>Is ordered amount appropriate, dated, FIFO, appropriately stored for safety</i>		
Is food being stored appropriately in the Make Station? <i>Top and bottom</i>		
Is food being stored appropriately in the Back Up areas including the appropriate containers? <i>Check list for appropriate container storage of bottles and pans</i>		

Score out of 7

Comments: