



Store: _____

Team Member: _____



8 Dough Maker Module


Total Time	Course/Topic	Trainer/Manager	Trainee initials	Date	Passed/Completed
2-4 days (8-16 hrs)					
	1 Dough Maker Tools 2 Thin Dough Procedure 3 Pan Dough Procedure 4 Storage			/ /	<input type="checkbox"/>
Guide Review 30 min					
	5 Opening the Dough Station 6 Closing the Dough Station			/ /	<input type="checkbox"/>
Module Video 10 min	7 Dough Training Video			/ /	<input type="checkbox"/>
Practice 6 Hrs	8 Dough Hands on training			/ /	<input type="checkbox"/>
Module Quiz 20 min	9 Dough Quiz			/ /	___ %
Certification 60 min	Manager Certification Check List			/ /	___ %

General Comments about the trainee (recommendations, areas for improvement, etc.) 	General Score <div style="border: 1px dashed black; display: inline-block; padding: 2px 10px;"> %</div> Passed <input type="checkbox"/> Yes <input type="checkbox"/> No
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A Dough Maker is responsible for providing our guests the freshest dough according to Shakey's® Standards, ensuring proper proofing, labeling, dating, and product rotation. Opens and closes station, and properly stores all products accordingly. Ensures proper maintenance and cleaning of equipment and dough area.

Description of training: The Dough Maker training program includes all material necessary to facilitate the learning process; such as Station Guide, Training Video and Quiz specific to the position. The training also contains a summary of the Dough Maker Sequence. The Dough Maker Training Module has been designed to provide all Shakey's® Team Members with tools and training material to guarantee thorough training of the Dough Maker position. **The recommended training hours per day is 4 hours and the module program should be covered between 2 days or 4-8 hours.**


2 Days (4-8 hrs)	Training Program
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20 min	Dough Station Guide	Resource	Main Goal:
	1 Dough Maker Tools 2 Thin Dough Procedure 3 Pan Dough Procedure 4 Storage 5 Opening the Dough Station 6 Closing the Dough Station	Station Guide	The trainee will review all basic standards required of the position. The trainee will review all procedures, specs charts, recipes, and responsibilities specific to their position.

Comments:

Module Video 10 min	Module Video	Resource	Main Goal:
	Dough Video	Video	The Team Member will review the video to gain a better understanding of the station guide and will be provided examples of how to perform their job.

Comments:

Practice 6 hrs	Training	Main Goal:
	Dough Hands On Training	The Team Member will work with the trainee, in the station area, to review the opening and closing responsibilities, taking guest orders, and tools necessary to being successful in their station.

Effective Training: We strongly recommend training the Dough Maker at least one day (4hrs each day) in buffet hours (lunch/open) and one day in fundraiser or evening hours (diner/close).

Dough Tools

Review, Practice and Feedback

☞ **Goal:** The Team Member will confirm they know the tools for their work station

- Review tools.
- Mixer Bowl, Roller, Make Table, Pans, Scale, Graduated Container, Scales, Sani-buckets, Cutting Rings, etc.

Dough Ingredients

Review, Practice and Feedback

▷ **Goal:** The Team Member will confirm they know the ingredients for their work station

- Reviews Ingredients.
- Shakey's Flour Mix, Rice Flour, Oil, Yeast, etc.

Review the critical points of the Dough Station

Review, Practice and Feedback

▷ **Goal:** The Team Member will learn and practice about the critical points of the Dough station, temperature, weigh, time, proper proofing, starter, etc.

- The amount of water is a critical ingredient in achieving quality dough.
- The temperature of the water.
- Yeast, as other critical factor in making consistently high quality dough.
- Shakey's® Dough Mixes.
- Follow a set routine for making and rolling dough at the same time each day to maintain consistency of product.
- The importance of the Dough Usage Chart
- First In, first out (FIFO) Method.

Mixing a Batch of Thin Crust

Review, Practice and Feedback

▷ **Goal:** The Team Member will practice and prepare a full Batch of dough, Mixing, Rolling, Proofing, Cutting and Staking procedures, also will understand the importance of follow the same routine during the dough making process.

- The Team Member will prepare a full Mix of Thin Crust Pizza, with help of trainer.
- Together with trainer, the Team Member will learn how to identify the proper proof of the dough at room temperature.
- The Team Member will perform the rolling process of the dough and make the third fold method and the correct thickness of the dough following the Dough Spec Chart.
- The trainee will practice the cutting process of the Dough according to the Dough Spec Chart, using the correct amount, ring, and size of pizza.
- The Team Member will review the stacking procedures together with trainer.

Proofing Thin Crust Dough

Review, Practice and Feedback

▷ **Goal:** The Team Member will practice how to proof a Thin Crust at room temperature, and how to recognize when it reaches the proper size and the flavor unique to Shakey's Dough.

- The Team Member places the dough into a clean gray bust-tub and covers with a food safety bag, labels and lets it sit until the dough reaches the appropriate proofing characteristic of Shakey's Thin Crust Pizza.

Rolling Thin Crust Dough

Review, Practice and Feedback

▷ **Goal:** The Team Member will performance (together with trainer) the full process of Rolling Dough.

- The trainee will learn and practice how to divide the batch into two loads, how to weigh it, how to press down, the amount of rice flour necessary.

Cutting Thin Crust Dough

Review, Practice and Feedback

▷ **Goal:** The Team Member will practice how to cut dough pizza according to needs of the restaurant.

- The dough maker trainee will learn how to cut the dough according with the Shakey's needs, size etc.

Stacking and Storing Thin Crust Dough

Review, Practice and Feedback

▷ **Goal:** The Team Member will learn the proper stacking and storing procedures to maintain the consistency of the dough, wrapping, shelf times, labeling, and the right temperature before use.

- The dough maker trainee will learn how to the dough properly.

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- Learn to stack the correct amount of wrapped dough and storing, following the FIFO procedures.

Mixing the Starter.

Review, Practice and Feedback

▷ **Goal:** The Team Member will practice and prepare a Starter to prepare Pan Dough, also will performance a batch of Starter with the characteristic sour flavor of Shakey's Pan Dough.

- The Team Member will prepare a full Mix of Starter, with help of trainer.
- The team member will learn the proofing process.
- The trainee will discuss together with trainer about the alternative method of starter.

Mixing a Batch of Pan Crust.

Review, Practice and Feedback

▷ **Goal:** The Team Member will practice and prepare a full Batch of dough, Mixing, Rolling, Proofing, Cutting and Staking procedures, also will understand the importance of follow the same routine during the dough making process.

- The Team Member will prepare a full Mix of Pan Crust Pizza, with help of trainer.
- Together with trainer, the Team Member will learn how to identify the proper proof of the dough at the right temperature.
- The Team Member will perform the rolling process.
- The trainee will practice cutting the Dough according to the Dough Spec Chart, using the correct amount, ring, and size of pizza.
- The Team Member will review the stacking procedure.

Rolling Pan Crust Dough

Review, Practice and Feedback

▷ **Goal:** The Team Member will performance (together with trainer) the full process of Rolling Pan Dough, also will learn about how to get the standards of texture unique of Shakey's Pizza Pan Dough.

- The trainee will review and practice how to divide the batch into two loads, how to weigh, how to press down, the proper quantity of rice in the roller and dough.
- The dough maker trainee will develop a rolling sequence of the pan dough, will learn and practice how to weigh and check the size/thickness of dough.
- The dough maker will learn how to create the Pan Dough Balls, the importance of cover them, and the right weigh as important factor of consistency.

Oiling Deep Dish Pans

Review, Practice and Feedback

▷ **Goal:** The Team Member will practice how to oil the pans and get ready for stacking Pan Dough.

- The dough maker trainee will learn how properly oil the pans depending of the size of the dough.
- The trainer will teach the Team Member how to fold the dough and place into oiled pans.

Proofing Pan Crust Dough

Review, Practice and Feedback

▷ **Goal:** The Team Member will practice how to proof Pan Crust in the Proffer Cabinet, and how to check the proofing time and recognize when it reaches the correct size and texture unique of Shakey's Fresh Home Made Pan Dough:

- The Dough maker places the Dough into the Proofer, set up the timer, and checks on the dough 1-2 times during the process.
- Will review how to fill a form "Pan Dough Proofing Time Chart".
- Remove when dough reaches the proper proofing.

Stacking and Storing Pan Crust Dough

Review, Practice and Feedback

▷ **Goal:** The Team Member will learn the proper stacking and storing procedures to maintain the consistency of the dough, shelf times, labeling, and the right temperature before use it.

- The dough maker trainee will learn how to stack properly the dough.
 - Also will stack and storing, following the FIFO procedures.
 - Review Shelf Time and Discard time of the dough.
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Open/Close the station

Review, Practice and Feedback

Σ **Goal:** The Team Member will show the trainee they know how to open and close their station at various times of business.

- Review and practice how to Open/Close the station.
- Review and practice how to maintain cleanliness and stocking work area.
- Preparing for Buffet Hours
- Preparing for a Fundraiser Event
- Preparing for a Event or Party

General feedback and comments (previous the quiz)

Σ **Goal:** Team Member will receive feedback in regards to their progress and understanding of their position.

Important: It may be necessary to repeat the training, in detail, two or three times prior to completing the certification process:

- How to performing a **Thin Crust Batch**
- How to performing a **Pan Crust Batch**
- How to develop the Third Fold.
- How to complete a Dough Usage Chart and Pan Dough Proofing Chart.

Comments:

▷ **Instructions:** Complete before taking Dough quiz.

Note: The trainee should get at least 80% (16 of 20) as minimum score to pass the quiz

1. You must wash your hands when you...

- Starting your work and after using the restroom.
- Clean your work station.
- Every time you change your work station.
- All of the above

2. What are the responsibilities of a Dough Maker?

- Provides best pan and thin pizza dough.
- Prepares dough according to Shakey's® standards, ensuring proper proofing, labeling, dating, and product rotation.
- Maintains proper stock of pizza for revenue periods.

3. What is the correct order of making Thin Crust Dough 1st 2nd...11th

- 1 Anticipate your needs
- 2 Weigh, check temperature, and add water.
- 3 Add Fresh Yeast
- 4 Stir the water and yeast.
- 5 Add the bag of Shakey's® Thin Crust and mix.
- 6 Remove Dough and divide into two batches.
- 7 Keep in dough room until dough expands.
- 8 Store and label in the walk-in.
- 10 Cut according to the thin crust chart.
- 9 Roll the next day.
- 11 Stack, label and store.

4. What is considered a critical point in the dough making process?

- Water quantity and temperature.
- Proofing time and Yeast quantity.
- All of the above.

5. What does FIFO mean?

- The First In, First Out method of stock rotation.
- You can use new product before older product.
- Throw away old product.

6. How many times per day should you roll pizza dough?

- One
- Two
- Four

7. Why is necessary to add 2 lb of scraps to the Thin Crust Dough during rolling the third fold?

- This helps to bring texture to the dough.
- Adding scraps are not necessary.

8. In the Cutting Process, what is the correct Diameter of the Thin Crust Pizza?

- Individual 7" / Small 9" / Medium 12" / Large 15"
- Individual 6" / Small 10" / Medium 12" / Large 15"

9. In the Stocking Thin Crust process, how many cut pizza dough should be stack for each wrap?

- 20 per each wrap.
- 10 per each wrap.

10. What is the shelf life of prepared dough?

- The dough can be stored for at least two meal periods.
- Two days (48 hrs).

11. What are considered bad personal habits while rolling dough?

- Wiping or touching your nose.
- Touching your face or scalp.
- Wearing a dirty uniform.
- All of the above.

12. Why is important to follow the same routine every day when preparing dough?

- So you do not forget how to roll the dough.
- To maintain consistency of product.

13. What is the difference between Pan and Thin Dough mixing process?

- The Starter Process (Sponge) and Proofing method.
- It's the same process for both.
- The Starter Process (Sponge).

14. What is the proper order to wash your hands?

- 3 Vigorously scrub hands and arms (10-15sec)
- 1 Wet your hands with warm water
- 2 Apply soap
- 4 Dry Hands and Arms with single use towel

15. Which are the characteristics that the Starter (Sponge) must have when you mix Pan Dough?

- Sourdough (flavor), 24 hours at room temperature.
- The color.
- The shape and flavor.

16. How many times, approximately, should Thin Dough be rolled?

- 12
- 24
- 6

17. True or False: It is okay to lift 20lbs or more by yourself.

FALSE

18. What should you do when you sneeze?

- Cover your mouth your with t-shirt.
- Cover your sneeze with your arm ("Dracula" approach) and wash your hands.

19. Why is important to regularly check the proofer when you are proofing pan dough?

- To let air get in the dough.
- The proofing process can be longer or shorter, depending on the weather and temperature of the room.
- This is not a necessary step.

20. What is the proper way to check if the sanitizer will be effective?

- Temperature
- Concentration (PPM: parts per million)
- The color and odor.



MANAGER CERTIFICATION CHECK LIST

Dough Maker

8



Total Time 60 min	Employee		Store		Date	/	/
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Instructions: To complete the Certification process, the manager will do a general review of the Team Member's performance, after they have been trained. The trainee should score at least **11 out of 13** (80%) to be certified in their position. If their score is less than 80% the Team Member will need to review all training material and reschedule the certification process with their manager.

Manager-Trainer Certification Check List

In order to confirm the Team Member has been certified as a Dough Maker the Manger will confirm, through the check list below, that the Team Member has be thoroughly trained and has knowledge of the position.

1. General Knowledge Yes No

- Has knowledge of description of work and Mission & Values. Knows how to wash, check and clean work area, and knows station tools.
- Has knowledge of position responsibilities, has correct uniform, visor and name tag, knows the Shakey's® menu, uses the PPE (Personal Protect Equipment) correctly.

2. Work Station Set-up and maintenance Yes No

- Maintains Sani-Bucket
- Maintains proper maintenance and cleaning
- Maintains a stocked station
- Follows the FIFO method to use to rolling and storage dough
- Labels all containers and batches, stores properly
- Cleans the mixer and utensils after using them
- Maintains only necessary tools on table
- Always ready for revenue (fundraiser, buffet, parties etc.)
- Completes dough usage chart
- Uses the proofing chart and timer when proof pan dough

3. Mixing Thin Crust Dough Yes No

- Weighs 9 ¼ lb. water at 68-72 °F and adds to mixing bowl
- Adds yeast to bowl (8 oz. fresh). Stirs with whisk and let sit for 1 minute
- Pours thin crust dough bag into mixing bowl. Mixes 7 minutes on speed No1
- Takes dough out of mixing bowl Divides it into two separate batches (17lbs)
- Places and cover each batch into a clean, sanitized bus-tub
- Ties each bag at the ends leaving room for the dough to expand.
- Labels the time and date

4. Proofs Thin Crust Dough Yes No

- Proofs at room temperature until double size
- Presses the dough back down to original size. Place the dough in the walk-in
- Never leaves dough out of the walk-in overnight

5. Rolling Thin Crust Yes No

- Removes the bus-tub of dough from the walk-in ½ hour before rolling and cut it in half.
- Presses the load of dough down enough to pass under the safety bar of the dough roller
- Lightly dust the load with rice flour and adjust the roller until the dough sheet is approximately ½" in thickness
- Adds 2 pounds of scraps to the dough sheet and makes the third fold
- Rolls a second time and adjusts the roller



60 min

- Folds half lengthwise.
- Rolls a final time and adjusts the roller

6. Cutting Thin Dough Yes No

- Spreads rice flour on dough to prevent sticking
- Cuts Dough following the Dough Portioning Chart (Diameter and Measurement)

7. Mix Started Pan Crust Pizza Yes No

- Weighs 11 lb. water at 85°F and adds to mixing bowl
- Adds yeast to bowl (4 oz. fresh)
- Stirs with whisk and let's sit for 1 minute
- Add one 24 lb. bag of Shakey's Starter Pan Doug Mix. Mixes for 8 minutes on speed No1
- Dough must be between 75°F. and 85°F. after mixing
- Remove the dough from mixer bowl weighing out three even batches, approximately 11 to 12 pounds,
- Labels and lets Starter/sponge sit at room temperature for 24 hours.

8. Mixing Pan Crust Doug Yes No

- Preheat proofer to 85°F
- Check starter/sponge temperature and use the chart for correct water temperature.
- Weigh 11 lbs of water and add to mixing bowl
- Adds yeast to bowl (4 oz. fresh). Stirs with whisk and let's sit for 1 minute
- Pours thin crust dough bag into mixing bowl. Mixes 7 minutes on speed No1
- Add starter/sponge to mixer bowl
- Mixes 8 minutes on speed No1
- Dough must be between 75°F and 85°F after mixing
- Portion dough into dough balls according to Shakey's Doug Portioning Chart and cover.

9. Oiling Pans Yes No

- Oiling pan according to Shakey's Portioning Chart
- Rolling Pan Crust Dough
- Press down dough ball to form a flattened circle of dough
- Dust dough ball lightly with rice flour
- Pass dough ball thorough the roller lengthwise
- Placing the Dough into the Pan
- Place correctly and "burp" air

10. Proofing Pan Dough Yes No

- Cover with pan separator
- Proofer double size Do not overproof/underproof dough

11. Stack Yes No

- Label, date and place time on each stack

12. Open Dough Station Yes No

- Knows how to Open his/her station
 - Clean and Sanitizes tools and maketable before starting
 - Sets-up and stocks Pizza maketable (appropriate amount of insert pans, distribution and use the FIFO)
 - Stocks/uses Dough following the FIFO method.

13. Close Dough Station Yes No

- Knows how to Close his/her position
 - Cleans and sanitizes tools
 - Sweeps Floors
 - Mops Floors

	<ul style="list-style-type: none"> ○ Cleans and sanitizes make table ○ Cleans and sanitizes mixer bowl. ○ Discards all lapsed product.
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Total Time	Name of Manager/Trainer Certifier	Trainee initials	Passed/ Completed
			<div style="text-align: right;">_____ %</div> <input type="checkbox"/> Yes <input type="checkbox"/> No

<p>General Comments (recommendations, suggestions for improvement, etc.)</p>
