



# Manager Certification Check List

Dough Maker

8



<b>Total Time</b> 60 min	<b>Employee</b>		<b>Store</b>		<b>Date</b>	/	/
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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"> <li>○ Cleans and sanitizes make table</li> <li>○ Cleans and sanitizes mixer bowl.</li> <li>○ Discards all lapsed product.</li> </ul>
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Total Time	Name of Manager/Trainer Certifier	Trainee initials	Passed/ Completed
			_____ % <input type="checkbox"/> Yes <input type="checkbox"/> No

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