



Station Code
DOU-GUI-2015A

Updated
June/2015

Dough

Station Guide

8

This training material contains standards and procedures for the Shakey's system that relate to the Shakey's brand, specifically the quality of the products that the public associates with the Shakey's brand, other content is in the nature of advice and suggestion as to operations. You should consult with the Manager on Duty or the Franchise owner if you have questions about restaurant operations. For training use only. All Rights Reserved © 2015 Shakey's USA, Inc





Dough Station Guide

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Job Description

A **Dough Maker** prepares 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.

The following responsibilities may vary depending the store and business hours:

- Complete opening/closing procedures for work station.
- Safely and effectively operate kitchen (dough) equipment and kitchen utensils.
- Update, follow, and complete the Daily Dough Usage chart.
- Verify with Manager-in-Charge that enough dough has been prepared for the remainder of the day.
- Ensure proper storage and rotation of product before clocking out.
- Complete Daily Operations Log sign off on tasks completed.
- Comply with ServSafe practices with regards to personal cleanliness and food handling.





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Tools for Preparing and Maintaining Work Station

 <p>Sani-buckets Quaternary Sanitizer and Bleach (Sani-Bucket)</p>	 <p>Towel for Sani-bucket Always keep towels in sanitizer solution before cleaning your tools and maketable</p>	 <p>Sanitizing Wipes Use to sanitize thermometers</p>
 <p>Pan Separator (lids) To stack pan pizza dough</p>	 <p>Deep Dish Pan To make and store pan pizza dough</p>	 <p>Scales To measure flour and dough</p>
 <p>Thermometer To check the temperature of ingredients, cooler and walk-in</p>	 <p>Stainless Steel Table Container To keep rice flour on maketable</p>	 <p>Polyvinyl Films To wrap thin pizza dough</p>
 <p>Flour Bench Brush To dust off extra flour from maketable</p>	 <p>Square Containers To store rice flour, Shakey's® flour, Breeding etc. in Dough Room</p>	 <p>Foodsafe Plastic Bag To store completed dough and "starter" in the walk-in</p>
 <p>Paring Knife To cut pizza dough</p>	 <p>Utility Cart Important: Use a Utility Cart or ask for help when carrying 20 lbs or more</p>	 <p>Wax Paper To wrap thin pizza dough</p>
 <p>Cutting Rings To cut pizza dough</p>	 <p>Timer Use to check the right time of proofing in pan dough</p>	 <p>Food Rotation Labels To label prepared dough</p>
 <p>Graduated Container Use to measure water</p>	 <p>Aluminum Pan To store/wrap cut thin pizza dough</p>	 <p>Wisk To stir water and yeast</p>
 <p>Food Handling Gloves Always use food handlers gloves when handling food</p>	 <p>1 oz Dispensing Pump To dispense oil</p>	 <p>Gray and White Bustub (use only for food) To store prepared dough/starter, and store in the walk-in. Gray: Prepared Thin Crust Dough White: Starter for Pan Crust Dough</p>
 <p>Plastic Scoop To spread rice flour</p>	 <p>Cut Safe Gloves When using a knife</p>	











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Ingredients

Name	Preparation	Shelf Life and Storage/Holding
 Warm Water	Use warm water according to the temperature of the Thin and Pan Crust Dough	-
 Oil	Used for Oiling Deep Dish Pan (Pan Pizza)	Check the original label
 Shakey's® Thin Crust Dough	Shakey's® Thin Crust Dough All ingredients are included in one bag and only require adding the correct amount of water and fresh yeast.	Check the original label
 Shakey's® Pan Crust Dough	Shakey's® Pan Dough All ingredients are included in one bag and only require adding the correct amount of water and fresh yeast.	Check the original label
 Rice Flour	Rice flour is used to flour dough during rolling, rice flour has very good moisture absorbing properties which will help keep the dough from sticking without affecting dough quality.	Check the original label
 Fresh Yeast	Fresh yeast comes in bars, cut and crumble only the exact measure you will use.	Check the original label





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Thin Crust Dough

Always remember:

1. The amount of **water** used is critical in achieving quality dough. Ensure that the recipe is carefully followed and the water is weighed. Not weighing the water will result in inconsistent dough quality.
2. The **temperature** of the water is also a critical factor in ensuring that the dough is made correctly. Use a calibrated thermometer to ensure the water temperature matches the recipe.
3. **Yeast**, is another critical factor in making consistently high quality dough. The yeast must be fresh. Common problems with dough not rising properly can be attributed to old yeast.
4. **Shakey's® Dough Mixes** have the expiration date stamped on each bag. Peak performance is ensured as long as the correct amount of water and fresh yeast (by weight) and the correct water temperature are used.

Important: Use a Utility Cart or ask for help when carrying more than **20 lbs.**

Follow a set routine of making and rolling dough at the same time each day to maintain consistency of product.

All procedures must be followed to ensure quality and consistency.

Use the Dough Usage Chart, found in the Dough Room, to determine the number of thin crust pizzas you will need for that day. This will vary according to the day of the week, the volume of the restaurant, the sales mix of the restaurant and any planned local store marketing activities. Always review this with the Manager on Duty.

Roll thin crust dough a minimum of two times per day. Make sure to only roll enough dough to be used through the next meal period. This practice will reduce the amount of thin crusts being thrown away at the end of their shelf life and ensure the best quality product is used.

Important: Always check for extra dough in walk-in before starting a new batch of dough.
Remember first In, first out (FIFO)





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Preparation

Tip 1: Anticipate your needs; check for any special event scheduled for today or tomorrow, any pizza promotions, or big orders, to ensure proper quantity of dough available for pizzas.

Tip 2: Mix today, roll tomorrow.

Tip 3: Ensure your station is stocked and ready (Shakey's® Flour, Rice Flour, Olive Oil and supplies).

Tip 4 Always sanitize your workstation/maketable and tools.

Mixing Thin Dough

1. Weigh 9 ¼ lb. of water at 95 °F and add to mixing bowl.



2. Add yeast to bowl (8 oz. fresh).
3. Stir with whisk and let sit for 1 minute.
4. Open one bag of Shakey's® **Thin Crust Dough**, 25 lbs. and pour into mixing bowl.
5. After, mixing 7 minutes on speed No1, take dough out of mixing bowl and divide it into two separate batches, each weighing approximately 17 lbs. Do not over mix.
6. Place each batch into a clean, sanitized gray bustub.

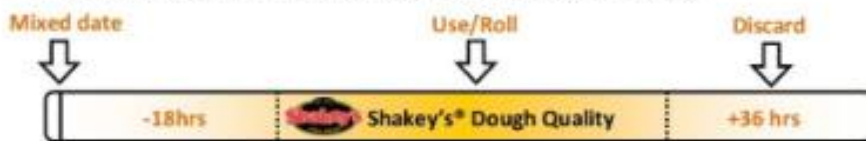


7. Cover each batch by placing the entire tub of dough into a large, clear, food safe plastic bag. Tie each bag at the ends leaving room for the dough to expand.
8. Label each bag of dough as thin crust with the mixing date and time.
9. Proof at room temperature, not in the walk-in. Dough must double in size. This will usually take several hours except when really warm in the dough room.
10. After dough has double size, press the dough back down to original size.
11. Place the dough in the walk-in to be rolled the next day.
12. Never leave dough out of the walk-in overnight.



This Dough will be ready by **9am on 5/17** and not usable after **3am on 5/18**

Shelf life: Dough can't be rolled before 18 hours or after 36 hours.





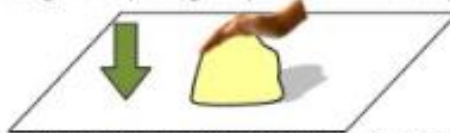
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1. Remove the bustub of dough from the walk-in ½ hour before rolling, to let the dough warm up slightly.
2. Remove dough from tub and cut in half to form two equal loaves approximately 8½ pounds each.



3. Press the load of dough down, enough to pass under the safety bar of the dough roller.



4. **Lightly dust the load with rice flour** to eliminate stickiness as needed. Use only enough rice flour to prevent sticking. Excessive rice flouring will result in a tough, chewy crust.



CAUTION: Keep hands away from the roller assembly at all times. Do not reach under the safety guard. Do not remove or tamper with safety devices. No one under 18 years of age is allowed to operate the dough machine.

5. For the initial roll, adjust the rollers to where the dough touches the rollers as it passes through. The roller settings will vary from machine to machine.

Thin Crust Roll	
Roll	Adjustment click's
1 st Roll	10
2 nd Roll	7
3 rd Roll	5
Fold	Add 2 pounds of scraps to the dough sheet, and fold on 3 "third fold" on widthwise.
4 th Roll	7
5 th Roll	6
6 th Roll	5
Fold	Fold the dough in half lengthwise, end to end.
7 th Roll	5
8 th Roll	4
9 th Roll	3
10 th Roll	2
11 th Roll	1
12 th Roll	.5

Note: The Thin Crust Roll Chart might different from store to store, depending on the roller you have.



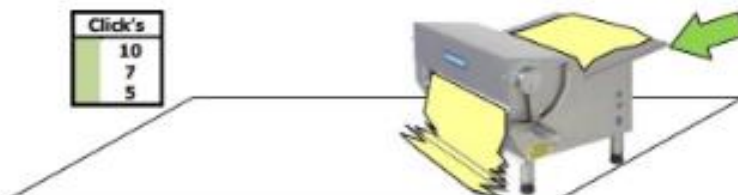


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6. Turn the roller on, adjusting the width of the amount after each pass of the dough.



7. Continue to roll and adjust until the dough sheet is approximately $\frac{1}{2}$ " in thickness. This should take approximately 3-4 passes through the rollers.
8. Once the dough sheet is $\frac{1}{2}$ " thick, add **2 pounds** of scraps* to the dough sheet. (if there are not scraps available, use 2 pounds of rolled thin dough from the previous day).

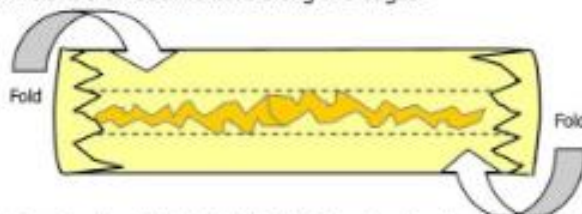
** Get scraps from the dough from the day before **



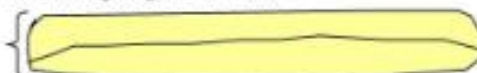
9. Lay the scraps evenly on the dough sheet and enclose them by folding the dough sheet.



10. **Fold** the dough sheet into thirds **widthwise**. When folding into thirds, any tears that may have appeared along each edge are folded into the center of the "fold". The final product will have a smooth texture along the edges.



11. When performing the "third fold", fold the dough sheet to the width of about $\frac{1}{2}$ the diameter of the cutting ring to be used.





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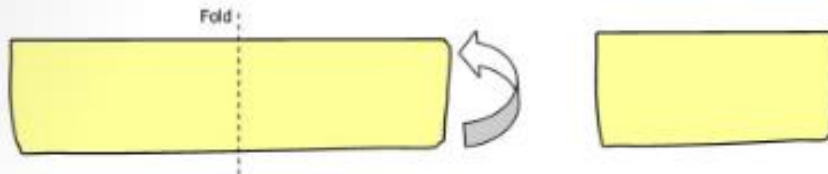
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12. After forming the "third fold" adjust the roller back to the initial wide setting and roll the "third fold" two to three additional passes, adjusting the roller two the three notches or clicks with each pass. Turn the dough 180° with each pass so each side is floured.

Click's
7
6
5



13. Now fold the dough in **half, lengthwise**, end to end. This is the final fold. This fold ensures that the pizza will bake with the proper bubbling and layering characteristics unique to Shakey's® thin crust pizza. Again, adjust the rollers wide enough to accept this double fold.



14. Continue to roll the dough, adjusting the roller down 2 or 3 notches with each pass and again turn the dough 180° with each pass.

Click's
5
4
3
2
1
.5



Tip: It may be necessary to hold back the dough on the last few passes and feed it into the rollers to keep it from doubling up in front of the rollers and tearing.

15. The appropriate thickness will be achieved when the dough cuts to the proper size and weighs the correct amount.
16. When you are near the final thickness, or at about 12 passes, cut out a thin crust and weigh it. This is the only way to ensure the correct thickness and weight.

Important: The optimum number of passes through the roller is 12. Dough should not be rolled more than 14 passes total. Rolling dough more than 14 passes will result in a tough thin crust.

Tip: The final thickness must be approximately 3/32", or slightly more than the thickness of a nickel, but not thicker than a nickel and dime combined. *This is just a guide.* The appropriate thickness will be achieved when the dough cut to the proper size, weighs the correct amount. Use the Shakey's® **Dough Spec Chart** to determine weight of thin crust finished product.



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Cutting Thin Dough

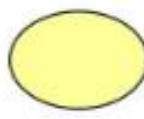
1. Spread the dough on the table, being careful not to stretch it.
2. Fluff the edges of the dough sheet to be sure that it is relaxed.
3. Make about a 1/2" cut though the edge of the sheet. If the sheet shrinks away on either side of the cut, the sheet is stretched too much. Relax dough as necessary to limit shrinkage.



4. A Pizza is a perfect circle, not oval or "football" shaped. (The pizza crust will shrink to an oval shape when the dough is not completely relaxed).



A Shakey's® Pizza



Not a Shakey's® Pizza

5. Use the cutting ring as a guide and cut around it through the dough sheet using a paring knife. Never cut through more than one dough thickness.

Dough Spec Chart (Thin Crust)				
Thin Crust	Individual	Small	Medium	Large
Diameter	7"	9"	12"	15"
Thin (Ounces)	3-4	5-6	9-10	15-17

6. Make sure when cutting out thin crusts that the cutting ring lays flat.
7. When rolling and cutting is completed for the day, placed 2 lbs. of leftover scrap (label with date and time) in clear foodsafe plastic bag or wrap and store in walk-in cooler for your first batch of thin crust for the following day.

Stacking and Storing Finished Thin Crusts

1. Before picking up the thin crusts, dust off extra flour from maketable.



2. Stack the crust on the right size pizza pan with the **wax paper liners** between each crust. The bottom paper should be labeled with the day/time dough was rolled. Stagger the bottom paper so it can be viewed easily.

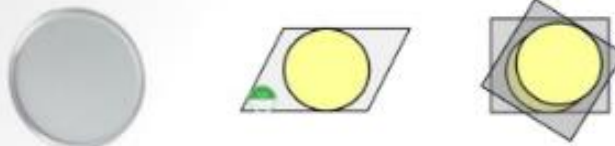




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3. Stack each with only **10**.



4. Wrap each stack with plastic wrap. Turn stack ¼ turn and wrap again to keep from drying out. Do not wrap tightly as it will cause the crusts to change shape resulting in pizza with a shape that is not round.



5. Label the outer wrap with the date and time it was rolled.



This Dough was ready at **9am on 5/17** and **not** usable after **two meal periods** (Dinner 5/17)

Shelf life: Maximum storage and use time is two meal periods. Thin crusts that exceeded their shelf life will not rise properly and will have an "off" taste.



6. Refrigerate the thin crusts in the walk-in cooler immediately after stacking and wrapping.
7. Do not stack trays of dough.
8. The minimum storage time for prepared thin crusts before use is two hours under refrigeration.

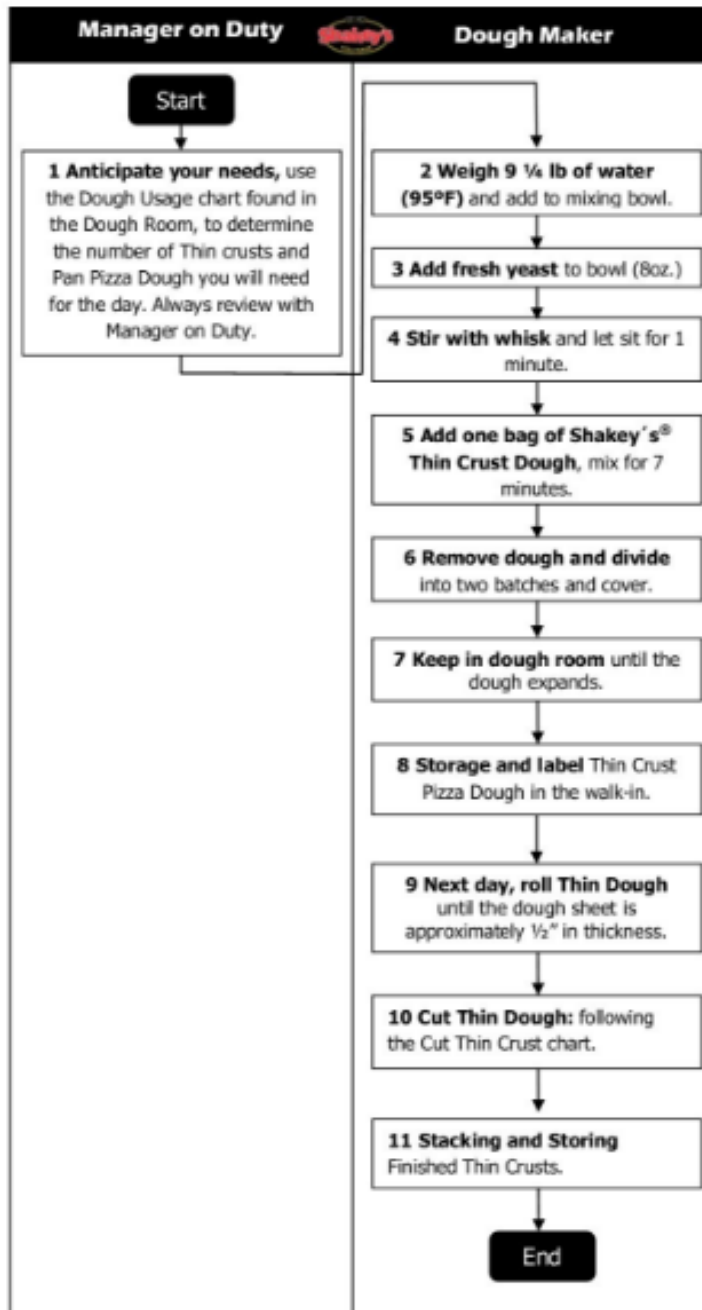




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Shakey's® Dough Procedure Diagram





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Pan Dough

Always remember:

1. The amount of **water** used is critical in achieving quality dough. Ensure that the recipe is carefully followed and the water is weighed. Not weighing the water will result in an inconsistent product quality.
2. The **temperature** of the water is also a critical factor in ensuring that the dough is made correctly. Use a calibrated thermometer to ensure the water temperature matches the recipe.
3. **Yeast** is another critical factor in making consistently high quality dough. The yeast must be fresh. Some common problems with dough not rising properly can be attributed to old yeast.
4. **Shakey's® Dough Mixes** have the expiration date stamped on each bag. Peak performance is ensured as long as the correct amount of water and fresh yeast (by weight) and the correct water temperature are used.

Important: Use a Utility Cart or ask for help when carrying more than **20 lbs.**

Follow a set routine of making and rolling dough at the same time each day to maintain consistency of product.

All procedures must be followed to ensure quality and consistency.

Use the Dough Usage Chart, found on the Dough Room, to determine the number of thin crusts you will need for today. This will vary according to the day of the week, the volume of the restaurant, the sales mix of the restaurant and any planned local store marketing activities. Always review this with Manager on Duty.

Schedule Pan Crust making daily. Make sure to only roll enough dough to be used through the next meal period. This practice will reduce the amount of pan dough being thrown away at the end of their shelf life and ensure the best quality product is used

Important: Always check for extra dough in walk in before starting a new batch of dough. **Remember first In, first out (FIFO)**

Preparation

Making pan pizza is a two step process. The first step is to prepare the "starter", then allow this "starter" to cure or ferment. Once cured, the "starter" is commonly referred to as the "sponge". The second step is adding the sponge to fresh dough to give it the characteristic flavor unique to Shakey's® pan pizza.

Tip 1: Anticipate your needs. If you have a Special Event today or tomorrow, Pizza Promo, or a big order, be sure you have an appropriate quantity of Dough ready to make pizzas.

Tip 2: Keep your station stocked and ready (Shakey's® Flour, Rice Flour, Olive Oil and supplies.)

Tip 3: Always sanitize your workstation/maketable and tools.





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Starter

1. Weigh 11 lbs. water at 85°F. Add to mixer bowl.
2. Add yeast to bowl (4 oz. fresh).
3. Stir with whisk and let sit for 1 minute.
4. Add one 24 lb. bag of Shakey's® Pan Doug Mix.
5. On speed #1 mix for 8 minutes.
6. Dough must be between 75°F. and 85°F. after mixing, if not, it must be discarded because the yeast cannot activate properly.
7. Remove the dough from mixer bowl weighing out three even batches, approximately 11 to 12 pound, and place into three clear foodsafe plastic bags for proofing. Place each bag into a clean bustub. Label batch of starter: Date Made Time, Ready Time, Discard Time.

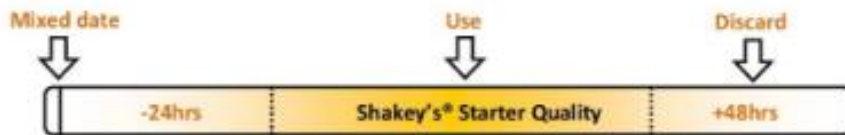
Important: Do not place the starter directly into bustub un-bagged. It may be confused with thin crust dough.



8. To develop the proper sourdough type flavor, starter/sponge must sit at room temperature for 24 hours.
9. Starter/Sponge after 24 hours must now be refrigerated.



Discard if not used within the next 24 hours. Discard time is 48 hours after it was mixed.



Alternative Starter Method

1. This method is acceptable for low volume days when a full batch of starter would be too much.
2. This method should be follow for slower days only. Make sure the cycle is broken on when "fresh" starter is added to pan dough for weekend business.
3. After mixing one complete batch of pan dough including starter/sponge, remove 12 lbs. of dough from the batch and set aside.
4. Place into a foodsafe plastic bag and place bag into a clean bustub and label with made time and ready time.



This Starter will be ready at **3pm on 5/17**
and not usable after **3pm on 5/18**

5. To develop the proper sourdough type flavor, starter/sponge must sit at room temperature for 24 hours.
6. If not used the same day, starter/sponge must be discarded.



Alternative method started should not be refrigerated. Discard if not used within 24 hours.





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Mixing Pan Dough

Important: Pan dough from the previous day may be used as starter for your next batch of dough. Use up to 9 lbs. per 24 lbs. of mix.

1. Preheat proofer to 85°F (use dry heat only).
2. Check starter/sponge temperature and use the chart for correct water temperature.

	Starter/Sponge Temperature	Water Temperature
Summer	70°F - Up	85°F (room temp)
Winter	Below 70°F	95°F
Refrigerated Started	Below 50°F	105°F

3. Weigh 11 lbs of water and add to mixing bowl.



4. Add yeast to bowl (4 oz. fresh)
5. Stir with whisk and let sit for 1 minute.
6. Open the Shakey's® Pan Dough (24 lb bag) and pour into mixer bowl. (same product used to make starter/sponge)
7. Add starter/sponge to mixer bowl.



8. Attach dough hook, raise bowl and mix on speed #1 for 8 minutes.
9. Dough must be between 75°F and 85°F after mixing.

Important: Discard dough, if the temperature is **under 75°F** or over **85°F**, because the yeast will not activate properly.

10. Portion dough into dough balls according to Shakey's® **Dough Spec Chart**.

Pan Crust	Small	Medium	Large
Pan (Ounces)	10	18	25





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- Dough balls should be smooth and consistent, similar to the cap of a mushroom.
- Cover with clear foodsafe plastic bag and let dough balls rest 5 minutes before rolling.



Oiling Pans

- While dough is mixing, prepare the pizza pans using pre-mixed 80/20 oil blend, which is a mixture of canola oil and olive oil.



- Pump oil mixture into pans using a 1 oz oil pump.
- Pump and distribute evenly on the bottom. Stack pans with separators in preparation for rolling dough.

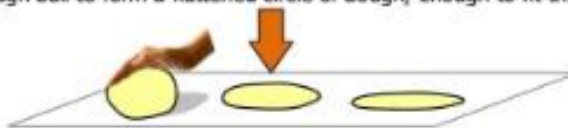


Oil Pan Crust

Pan Crust	Small	Medium	Large
Pumps (Ounces)	1 pump (1oz)	2 pumps (2oz)	3 pump (3oz)

Rolling Pan Dough

- Keep dough balls covered with a clear foodsafe plastic bag to keep them from drying out. If dough balls dry out, they will not stretch properly for rolling and will not proof properly in the pan. They will have to be thrown away.
- Press down dough ball to form a flattened circle of dough, enough to fit thru a roller bar.



- Dust dough ball lightly with **rice flour**. Rice flour is the only acceptable flour to use. Its purpose is to help the dough through the roller. Other types of flour will be incorporate into the dough causing the dough to be tough.





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- 4. Pass dough ball through the roller lengthwise. Do not over-flour the dough. Rice flour does not incorporate into the dough and too much used will give the dough an off taste.



Pan Crust Roll		
Roll	Adjustment click's	
1 st Roll	3.5	Depending on temperature of the room.
2 nd Roll	2 3/4	
3 rd Roll	1 3/4	

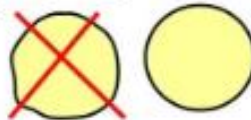
Note: The Pan Crust Roll Chart might different from store to store, depending on the roller you have.

- 5. Turn dough sideways (1/4 turn) for pass two.
- 6. If necessary, turn and pass dough a third time and/or fourth time.

Important: Maximum 4 passes. Thickness of pan dough will be approximately 1/4" and diameter 1/2" larger than the pan.



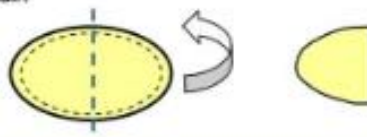
- 7. Dough should be round after the final pass.
- 8. Make sure there are no jagged edges. Jagged edges are a sign that the dough is too dry and will not be a quality product.



- 9. Roll large crusts first. The bigger the dough is, the longer it will take to rise.

Placing the dough into the Pans

- 1. Gently fold dough in half.





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2. Lift dough and begin by gently placing the dough into the oiled pan with the edge well over the lip of the pan.



3. Carefully unfold and lay the dough into the pan so the edge of the dough rises up the side of the pan $\frac{1}{2}$ way, evenly all around. Don't go any higher than $\frac{1}{2}$ way or the lip will stick to the lid.
4. Smooth out the dough and "burp" the bubbles out. The air has no other way to escape.

Proofing Pan Dough

1. Cover each panned dough with a pan separator and place into a preheated proofer (85°F).



2. Use the **proofing time chart** to track time in the proofer. Mark the time you put the dough into the proofer and the time you need to check it, start checking after 45 minutes after placing dough into proofer. Total proofing time will range from 45-75 minutes.

Tip: Notify your manager if it has been more than 75 minutes and the dough is noticeably under proofed.

3. Pan Dough is properly proofed when it has **doubled in size**. Do not overproof or underproof dough.
4. For safety reasons, do not stack dough above 6 feet in the walk-in or cooler.
5. To ensure proper cooking, dough must be refrigerated at least two hours below 40°F before use. This will help stabilize the dough and allow the dough time to properly absorb the oil.

Stacking Pan Dough

1. Cover each pan with a pan separator and stack no more than 8 high. Stacking dough too high will cause the dough in the center of the stack not to chill as quickly and it may overproof in the walk-in. Stacks of **8** will also be easier to handle and organize.





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FRI

05/17

3:00pm

This Pan Dough will be not usable after
3:00 pm on 5/18

2. Label, date, and place time on each stack to ensure proper rotation and place into the walk-in cooler.
3. For safety reasons, do not stack dough above 6 feet in the walk-in cooler.

Shelf life: Two meal periods.



Dough Usage

Began the day with 10 small pizzas prepared 40 - 50

To the end of the day we used 44 and we have 6 ending day with 0 wasted

We have a special thin crust promo, and only 1 batch of dough and 6 small pizzas to beginning next day.

	No Prep			Prep Usage			Waste			Week Ending _____						
	Prep	Usage	Waste	Prep	Usage	Waste	Prep	Usage	Waste	Wed	Thu	Fri	Sat	Sun	Mon	Tue
PAN	Individual															
	Small	10	6	0												
	Medium	40	44													
	Large															
THIN	Thin Batches	A/R	F/R	1	A/R	F/R		A/R	F/R		A/R	F/R		A/R	F/R	
	Small															
	Medium															
	Large															
Don Batches	A/R	F/R		A/R	F/R		A/R	F/R		A/R	F/R		A/R	F/R		
Special Events	July 10-15 small Thin Pizza Promo															
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• Begin + Prep - End = Usage
• Ending Begins Next Day's Beginning
• Waste = All Dough Thrown Away

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Human Resources Department
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