








Store: \_\_\_\_\_

Team Member: \_\_\_\_\_



## 9 Pizza Cook Module

Total Time	Course/Topic	Trainer/Manager	Trainee initials	Date	Passed/Completed
2-4 days (8-16 hrs)	<b>1 Pizza Cook Tools</b> <b>2 Pizza Station Set-up</b> <b>3 Thin Crust Pizza</b> <b>4 Pan Crust Pizza</b> <b>5 Cutting and Serving Pizza</b> <b>6 Pizza Station Quality Points</b> <b>7 Characteristics of the Best Pizza</b> <b>8 Shakey@s Specialties Pizzas</b> <b>9 Dessert Pizza</b> <b>10 Opening the Pizza Station</b> <b>11 Closing the Pizza Station</b>			/ /	<input type="checkbox"/>
 Guide Review 30 min		<input type="text"/>	<input type="text"/>	/ /	<input type="checkbox"/>
 Module Video 10 min	<b>12 Pizza Cook Training Video</b>	<input type="text"/>	<input type="text"/>	/ /	<input type="checkbox"/>
 Practice 3 Hrs	<b>13 Pizza Cook Hands on Training</b>	<input type="text"/>	<input type="text"/>	/ /	<input type="checkbox"/>
 Module Quiz 20 min	<b>14 Pizza Cook Quiz</b>	<input type="text"/>	<input type="text"/>	/ /	___%
 <b>Certification</b> 60 min	<b>Manager Certification Check List</b>	<input type="text"/>	<input type="text"/>	/ /	___%

<b>General Comments</b> (recommendations, opportunities, points that needs to improve, abilities etc.)	<b>General Score</b> <input type="text"/> %
	<b>Passed</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

# Pizza Cook

## Module





A Pizza Cook is responsible for providing our guest with the best Pizza according to Shakey's® standards. Pizza Cooks are familiar with all pizza recipes and are thoroughly knowledgeable when it comes to preparing thin crust, pan crust, and dessert pizzas.


**Description of training:** The Pizza Cook training Module is part of the Shakey's® Training Program. The 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 Pizza Cook Sequence. The Pizza Cook Module has been designed to provide all Shakey's® members with tools and training materials to guarantee thorough training of the Pizza Cook position. **The recommended hours per training day are 4hrs, and should be covered within 2-4 days or 8-16 hours.**

**2-4 days  
(8-16  
hrs)**


### Training Program

60 min	Pizza Cook Station Guide Review	Resource	Main Goal:
 Review	1 Pizza Cook Tools 2 Pizza Station Set-up 3 Thin Crust Pizza 4 Pan Crust Pizza 5 Cutting and Serving Pizza 6 Pizza Station Quality Points 7 Characteristics of the Best Pizza 8 Shakey's® Specialties Pizzas 9 Open the Pizza Station 10 Close the Pizza 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:
 View	<b>Pizza Station Training Video</b>	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:
	<b>Pizza Cook Hands On Training</b>	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).

-  **Practice**
- Pizza Cook Tools.**  
Review, Practice and Feedback
  - The different tools of the station and maketable.

## ☐ **Pizza Station Set-up**

### Review, Practice and Feedback

- How to **Set-Up the Work Station:**
  - Make Table Distribution
  - Proper maintenance and cleaning
  - Maintain the station stoked
  - Follow the FIFO method to use, prepare and storage preps/toppings
  - Maintain all maketable inserts pans.
  - Clean utensils after work.
  - Always ready for revenue (fundraiser, buffet, parties etc.)
  - Follow the same routine everyday

## ☐ **Pizza Station Critical Points**

### Review, Practice and Feedback

- Cheese measurement
- Sauce measurement
- Cook time for Thin Crust and Pan Crust pizza.
- Weighs all toppings and use the appropriate tools.

## **Thin Crust Pizza**

☐ Review, Practice and Feedback (We recommended making about 5-10 pepperoni thin crust pizzas during training)

- **Prep a Thin Crust Pizza**
  - Add necessary corn meal on pan
  - Places the dough on pan.
  - Spread sauce evenly to the edge of the dough
  - Use the white bowl to measure cheese.
  - Leave 1/2" Sauce ring of the edge.
  - Check the Shakey's Portioning Chart
  - Uses the Clear Bowl to measure Vegetables.
  - Uses the Red Bowl to measure Meats
- **How to Identify the Special orders:**
  - Half and half pizza, Extra-toppings, Extra-sauce Extra-cheese, Extra Crispy.
- **Cooking Process**
  - Pop the bubbles in the first half of the baking process
  - Identify the characteristics of cooked Pizza (golden brown, melted cheese and crunches when cut it)

## **Pan Pizza**

☐ Review, Practice and Feedback (We recommend prepping 3-6 pepperoni pan crust pizzas during training).

- **Prep a Pan Pizza**
  - Spreads sauce evenly to the edge of the dough
  - Uses the white bowl to measure cheese.
  - Leaves a 1/2" Sauce ring of the edge.
  - Checks the Shakey's Portioning Chart
  - Uses the Clear Bowl to measure Vegetables.
  - Uses the Red Bowl to measure Meats.
- **How to Identify the Special orders:**
  - Identifies the Special orders: Half toppings pizza, Extra-toppings, Extra-sauce, Extra-cheese, Extra Crispy, No cheese, No Sauce, etc.
- **Cooking Process**
  - Identifies the characteristics of cooked Pizza (golden brown, melted cheese and crunches when cut it)
  - Brush lightly with olive oil the edge after cut

## **Cutting and Serving Pizza**

Review, Practice and Feedback (We recommend cutting 10-15 pizzas during training)

- **Knows how to cut a pizza**
  - Clean and Sanitize Cutting Board/Pizza Knife
  - Knows how many slices to cut
  - The Shelf time of Pizza (Buffet Line, Warmer Cabinet etc)
  - Use the right boxes in to-go orders.

## **Pizza Characteristics**

Review, Practice and Feedback

- Sauce is properly portioned and spread evenly
- Cheese is properly portioned and spread evenly
- All ingredients are portioned appropriately using the ingredients portioning chart.
- Bottom Crust Pizza and top inner crust are a rich golden "fried" brown with a "breadlike" texture throughout.
- Pizza is cooked thoroughly and "center" is checked before cutting.
- Pizza is cut completely through in even slices according to the appropriate size.

## **Shakey®'s Specialties Pizzas**

Review, Practice and Feedback

We recommended prep one or two of each variety of pizzas during training, depending of the number of orders that store has.

- Shakey's Special Pizza
- Garden Veggie Pizza
- Firehouse Pizza
- Texas BBQ Chicken Pizza
- Hawaiian Pizza
- Rustic Garlic Chicken Pizza
- Dessert Pizza (only in buffet hours)

## **Open Pizza Station**

Review, Practice and Feedback

- Clean and Sanitize tools and maketable before
- Set-up and Stock correctly (appropriate amount in insert pans, distribution and use the FIFO )
- Stock Dough (FIFO)
- Sauce Set-up (labeled and filled)
- Mojo® Supreme Toppings Set-up (labeled and filled)
- Fresh Condiments Set-up (labeled filled)
- Check cold food temperature (40°F)

## **Close Pizza Station**

Review, Practice and Feedback

- Clean
- Sweep Floors
- Mop Floors
- Clean Maketable
- Clean Cooler
- Removes Insert Pans from maketable, cover and label.
- Discard all product that cannot be restored.

**Important:** will be necessary to repeat the training in detail two or three times previous to the certification process

## **Making pre items (Optional Training)**

Review, Practice and Feedback

- Sliced Yellow Onions, Sliced Red Onions, Sliced Green Bell Peppers, Diced Roma Tomatoes, Basil Leaves, Cilantro, Mojo® Supreme Condiments, Chopped Green Onions, 50/50 Cheese Blend, Pre-cooked Bacon, Sour Cream, Sliced Hot Sausage, Mozzarella

Cheese, Pepperoni, Ham, Salami, Sausage, Mushrooms, Beef, Black olives, Spicy  
Sausage, Pineapple, Chicken, Jalapenos, Chorizo and Garlic Parmesan Mix.  
 **General feedback and comments**

Comments:



▷ **Instructions:** Complete before taking Pizza 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...**
  - Starting your work and after using the restroom.
  - You clean your work station.
  - Every time you change your work station.
  - All of the above.
- 2. What are the main responsibilities of a Pizza Cook?**
  - Maintain work area cleanliness and sanitation standards.
  - Provides our guest with the best Pizza according to Shakey's® standards.
  - Support other work stations, as needed.
  - All of above
- 3. What is the correct order of the Thin Crust Pizza Sequence 1<sup>st</sup> 2<sup>nd</sup>...11<sup>th</sup>**
  - 1   Anticipate your needs
  - 2   Check the monitor for orders.
  - 3   Communicates with fryer cook.
  - 4   Determines if pizza Thin or Pan.
  - 5   Adds Sauce.
  - 6   Adds Cheese.
  - 7   Adds Toppings.
  - 8   Places into the oven.
  - 9   Pops the bubbles.
  - 10   Checks if done.
  - 11   Cuts and adds fresh condiments.
- 4. Why is important to sprinkle a light amount of corn meal onto the aluminum tray when making a Thin pizza?**
  - To prevent dough from sticking on the pan.
  - The corn meal is not necessary when cooking pizza.
- 5. What does FIFO mean?**
  - The First In, First Out method of stock rotation.
  - It's okay to use new product before older product.
  - Throw away the older product.
- 6. Why is important to follow the spec chart/portioning chart?**
  - To maintain consistency of our products.
  - To reduce costs
  - To maintain quality of our products.
  - All of above
- 7. True or false:** A Thin Crust pizza should be sauced evenly to the edge, but no over the edge.
  - True
  - False
- 8. What color bowl should the Pizza Cook use when weighing cheese?**
  - Red
  - Clear
  - White
- 9. Why is important to leave a 1/2" ring of sauce at edge of the pizza, without cheese ?**
  - To keep the cheese from running over the edge of the pizza.
  - The sauce ring is not important.
  - Looks more visually appealing.

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**10. What must you use when handling raw product?**

- Use Food Handle Gloves.
- Label prep ingredients.
- Clean and sanitize their tools
- All of above

**11. What is ideal temperature for cold food, such as vegetables in make-table, cheese and sauces?**

- 40°F
- 140°F
- 0°F

**12. What are considered bad habits when preparing food?**

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

**13. What is the ideal temperature for hot food, such as pizza?**

- 140°F
- 0°F

**14. What does cross contamination mean?**

- When disease-cause microorganisms are transferred from one food or surface to another.
- Cross contamination never happens at the restaurant.
- When you cut different vegetables using the same cutting board.

**15. Order the following steps of "20 Seconds Washing Hands procedure":**

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

**16. Why is necessary to pop the bubbles on the pizza during the cooking process?**

- To keep the cheese and toppings from falling of the pizza.
- It's not necessary to pop the bubbles.
- To prevent the pizza from burning

**17. What should you do when you sneeze?:**

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

**18. How many slices each pizza size have?**

- Individual 4; Small 8; Medium 10; Large 12.
- Individual 2; Small 8; Medium 10; Large 10.

**19. What is one way to tell that the sanitizer will be effective?**

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

**20. What are characteristics of a good Shakey's® pizza??**

- Pizza is cut completely through in even slices according to the appropriate size.
- Sauce is properly portioned and spread evenly to the lip.
- Cheese is properly portioned and spread evenly to the lip.
- Bottom Crust Pizza and top inner crust are a rich golden "fried" brown with a "breadlike" structure throughout.
- All of above



# Manager Certification Check List

# 9



Pizza Cook

<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 **10 out of 12 (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 Pizza Cook 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.
  - Knows his or her Responsibilities, uses uniform, visor and name tag.
- 2. Work Station Set-up and maintenance**  Yes  No
  - Maintains Sani-Bucket, towels Stocked boxes, trash cans half fill
  - Make Table Distribution,
  - Does the proper maintenance and cleaning
  - Maintains the station stoked,
  - Follows the FIFO method to use,
  - prepares and storages preps/toppings,
  - Maintains all make-table inserts pans filled properly and with the right temperature,
  - Cleans the utensils after work
  - Maintains table only necessary tools,
  - Maintains walls and floors cleans,
  - Always gets ready to revenue periods (fundraiser, buffet, parties etc.),
  - Schedules his/her activities,
  - Follows the same routine every day
- 3. Thin Crust Pizza**  Yes  No
  - Knows Shakey®'s portioning chart,
  - Adds necessary corn meal on pan,
  - Places the dough on pan and don't allow that the dough change its shape,
  - Spreads sauce evenly to the edge of the dough,
  - Uses the white bowl to measure cheese and adds it uniformly,
  - Leaves 1/2" Sauce ring of the edge,
  - Checks the Shakey's Portioning Chart,
  - Uses the Clear Bowl to measure Vegetables,
  - Uses the Red Bowl to measure Meats,
  - Identifies the Special orders: Half and half pizza, Extra-toppings, Extra-sauce Extra-cheese, Extra Crispy.
  - Cooks the pizza correctly, Pops the bubbles in the first half baking process,
  - Identifies the characteristics of cooked Pizza (golden brown, melted cheese and crunches when cut it)
- 4. Pan Pizza**  Yes  No
  - Knows Shakey®'s portioning chart, releases the air by pressing lightly on the dough,
  - Spreads sauce evenly to the edge of the dough
  - Uses the white bowl to measure cheese and adds it uniformly.
  - Leaves a 1/2" Sauce ring of the edge.



60 min

- Checks the Shakey's Portioning Chart
- Uses the Clear Bowl to measure Vegetables.
- Uses the Red Bowl to measure Meats.
- Identifies the Special orders: Half toppings pizza, Extra-toppings, Extra-sauce, Extra-cheese, Extra Crispy, No cheese, No Sauce, etc.

**5. Cooking Process**

- Identifies the characteristics of cooked Pizza (golden brown, melted cheese and crunches when cut it)
- Brush lightly with olive oil the edge after cut

**6. Cutting and Serving Pizza**  Yes  No

- Knows how to cut the pizza
  - Clean and Sanitize Cutting Board/Pizza Knife
  - Knows the amount of slices
  - The Shelf time of Pizza (Buffet Line, Warmer Cabinet etc)
  - Use the right boxes in to-go orders.

**7. Pizza Station Quality Points**  Yes  No

- Knows the Pizza Station Quality Points: Stocks ingredients and tools, makes the pizza with Accuracy and Quality, preps Variety, maintains Consistency / Measuring, does his/her/ work with Speed, Cleans and Maintenance, is ready for business (Pizzas), Sets-Up Pizza Buffet correctly.

**8. Characteristics of the Best Pizza**  Yes  No

- Knows the Characteristics of the best pizza:
  - Sauce is properly portioned and spread evenly
  - Cheese is properly portioned and spread evenly
  - All ingredients are portioned appropriately using the ingredients portioning chart and distributed evenly
  - Bottom Crust Pizza and top inner crust are a rich golden "fried" brown with a "breadlike" structure throughout.
  - Pizza is cooked thoroughly and "center" is checked before cutting.
  - Pizza is cut completely through in even slices according to the appropriate size.

**9. Shakey®s Specialties Pizzas**  Yes  No

- Knows how to prepare:
  - Shakey's Special Pizza
  - Garden Veggie Pizza
  - Firehouse Pizza
  - Texas BBQ Chicken Pizza
  - Hawaiian Pizza
  - Rustic Garlic Chicken Pizza
  - Dessert Pizza (only in buffet hours)

**10. Open Pizza Station**  Yes  No

- Knows how to Open his/her position
  - Clean and Sanitize tools and make table before start
  - Set-up and Stock correctly the Pizza make table (appropriate amount in insert pans, distribution and use the FIFO )
  - Stock Dough (FIFO)
  - Sauce Set-up (labeled and filled)
  - Mojo® Supreme Toppings Set-up (labeled and filled)
  - Fresh Condiments Set-up (labeled filled)
  - Check cold food temperature (40°F)

**11. Close Pizza Station**  Yes  No

- Knows how to Close his/her position
  - Clean
  - Sweep Floors
  - Mop Floors
  - Clean Make Table
  - Clean Cooler
  - Close
  - Removes Insert Pans from make table, cover and label to store in

freezer.

- Discard all lapsed product.

**12. Knows how to make preps items**  Yes  No

- Knows how to prepare: Sliced Yellow Onions, Sliced Red Onions, Sliced Green Bell Peppers, Diced Roma Tomatoes, Basil Leaves, Cilantro, Mojo® Supreme Condiments, Chopped Green Onions, 50/50 Cheese Blend, Pre-cooked Bacon, Sour Cream, Sliced Hot Sausage, Mozzarella Cheese, Pepperoni, Ham, Salami, Sausage, Mushrooms, Beef, Black olives, Spicy Sausage, Pineapple, Chicken, Jalapenos, Chorizo and Garlic Parmesan Mix.

Total Time	Name of Manager/Trainer Certifier	Trainee initials	Passed/Completed
			_____% <input type="checkbox"/> Yes <input type="checkbox"/> <b>No</b>

**General Comments** (recommendations, suggestions for improvement, etc.)