



Manager Certification Check List

9



Pizza Cook

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|-----------------------------|-----------------|--------------|-------------|---|---|
| Total Time 60 min | Employee | Store | Date | / | / |
|-----------------------------|-----------------|--------------|-------------|---|---|

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.
 - 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



60 min

- 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"/> No |

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