

### **Sandwich prep procedure**

- Check with supervisor the number of meat that day before laying down any products.
- Sanitize and clean tables. Then wrap tables in plastic wrap.
- Lay bread on wrapped tables.
  - $23 \times 7 = 161$  per tables
- Switch gloves, then top the bread with one slice of cheese.
- Switch gloves, then top the cheese and bread with two slices of turkey.
- Switch gloves, finish by putting a final slice of bread on top.
- Wrap each sandwich as tight as possible in the plastic wrap.
- Put the wrap sandwiches in the crates.
  - $9 \times 10 = 90$  sandwich per crate.
- Any product that was not used completely, wrap in plastic wrap, then store in appropriate areas.
- Remove plastic wrap from the tables
- Sanitize and clean tables
- Sweep and mop the floor before following the end of day procedure.

### **Snack prep procedure**

- Be sure to pull a box of goldfish, apple juice, baggies. Also get plenty of empty goldfish boxes.
  - Be sure to grab boxes with expiration dates that are closest to the current date.
  - Empty the boxes into crates before getting started.
- Place a goldfish and apple juice into a baggie, face up.
- Then tie the baggie and place in an empty goldfish box.
- Once you fill a goldfish box with finished snacks, place the box with other boxes with match expiration dates.

### **End of day procedure**

- Stack empty goldfish boxes neatly with the others in Production Room B
- Shut down prep stations
  - Mop and sweep Production Room A
  - Sanitize and wipe now tables in both Production Room A&B
  - Take trash out to the dumpster in the back of the building
  - Left over product goes in appropriate areas.
    - Cold storage products are to be put back in walk-in or in fridge.
- Check Distribution Room organized by expiration dates.
- Sign out with supervisor
- Check off Google Keep document

### **Morning procedure**

- Sign in using the barcode with the University of Memphis
- Sign in with supervisor
- Check in with Google Keeps
- Wash hands and put gloves and hairnet on.

### **Inventory procedure**

- Be sure to count everything. Boxes of bread come in different counts.
  - For example: 12 loaves of bread, 6 on top, 6 on bottom. And an 8 count, 4 on top, 4 on bottom.

### **Servings on Hand**

- This refers to the amount of slices or individual pieces we have of a product.
  - Example: a slice of bread, a box of raisins, etc.

### **Cases on Hand**

- This refers to how many boxes, or cases, we have of something.

### **Serving per Case:**

- This refers to how many slices or individual pieces of product that are in a box, or case.

### **Price per Case**

- This refers to the price of a box, or case, of product cost.

### **Price per Serving**

- This refers to the price of individual pieces or slices of product

### **Component**

- This refers to the Five Meal Components
  - Meat/Meat Alternate, Grain, Fruit, Vegetable, and Milk

### **Storage**

- This refers to the type of condition that the product should be stored in
  - Example: Dry, Wet, Frozen, Etc

### **Location**

- This refers to the place where the product is located onsite
  - Example: Production Room A

### **Temperature**

- This refers to the lowest and highest each product can be stored in. This is very important because we don't want to waste food because we did not store it correctly.