Street Corner™

Sips, Snax & Stuff

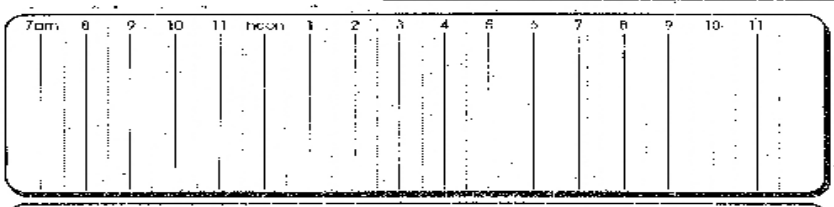
Store # _____ Week Beginning ___

Manager Approval

District Manager Approval _____

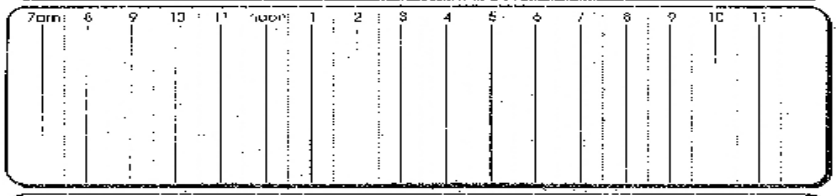
Total Weekly Hours _____

Monday



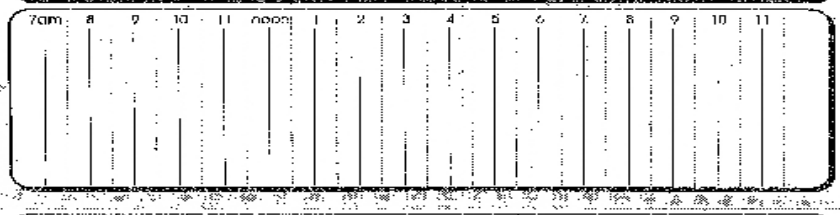
Employee	In	Out	Hours
Total Hours			

Tuesday



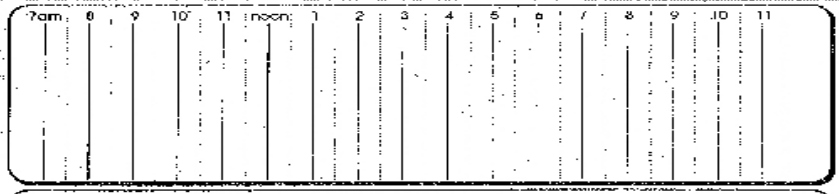
Employee	In	Out	Hours
Total Hours			

Wednesday



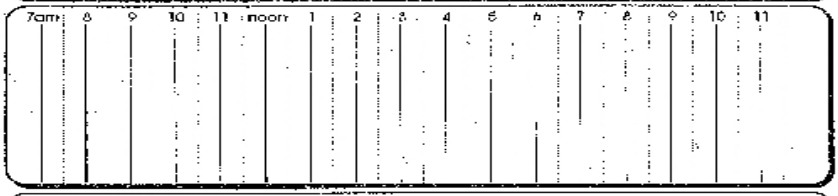
Employee	In	Out	Hours
Total Hours			

Thursday



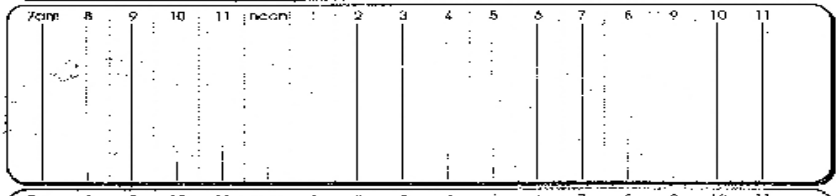
Employee	In	Out	Hours
Total Hours			

Friday



Employee	In	Out	Hours
Total Hours			

Saturday



Employee	In	Out	Hours
Total Hours			

Sunday

Employee	In	Out	Hours
Total Hours			

Street Corner
Sips, Snax & Stuff

(R) TIME SHEET
McColla Enterprises, Ltd.

Store # _____ Period Begin: ___/___/_____ Period End: ___/___/_____

Employee Name _____ Employee Code _____

New Employee ❑ Final Sheet ❑

Week 1	In	Out	In	Out	Hours	Scheduled	Difference
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							

*Employee Sign. _____ Date: ___/___/_____

*Manager Sign. _____ Date: ___/___/_____

Total Hours | Total Scheduled | Total Difference

Week 2	In	Out	In	Out	Hours	Scheduled	Difference
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							

*Employee Sign. _____ Date: ___/___/_____

*Manager Sign. _____ Date: ___/___/_____

Total Hours | Total Scheduled | Total Difference

*I hereby certify that the above is true and correct.
- Use Military Time
- Must be submitted to the home office by Monday 10am following the close of a pay period.
- For new employees; please also submit copy of application, W-4 and I=9 with supporting identification documents.

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Street Corner
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Notice of Employee Reprimand

EMPLOYEE NAME	EMPLOYEE CODE	STORE #	SHIFT

Date of Occurrence	Time of Occurrence	Location

Details of Infraction (Use separate sheet if necessary)

Print name of person preparing report	Signature	Date

EMPLOYEE STATEMENT (Optional):
Do you generally agree with the details above ☐ Yes ☐ No
Please enter any comments here.

Signature of Employee

Action to be Taken

My signature below acknowledges that I have been advised of the action to be taken after this reprimand.

Employee's Signature Date

C:\OFFICE\WPWIN\FORMS\REPRIMAN.WPD

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APPENDIX "L"

1. Timeline

TIME	EVENT	DESCRIPTION
6 mos. to 1 year before opening	SITE SCOUTING	Scout at and locate a potential site for setting up business.
6 mos. to 1 year before opening	FINANCIAL PLANNING	Investigate and hire up your financial resources/investors, etc.
4 mos. to 6 mos. before opening	LEASE PHASE	Negotiate and finalize a lease agreement with the venue developer and franchisor.
4 mos. to 6 mos. before opening	DESIGN & ARCHITECTURAL	Utilize architects and engineers to design and propose a store facility.
2 mos. to 4 mos. before opening	PERMITS / APPROVALS	Seek and obtain venue approval for store design and obtain all necessary governmental permits.
6 weeks to 2 mos.	GENERAL CONTRACTING	Engage a general contractor and help coordinate construction efforts.
3 weeks to 6 weeks before opening	VENDORS / SERVICES PROCUREMENT	Set up all necessary vendors and equipment suppliers with schedules planned, open bank accounts, telephone service, insurance, etc.
1 mo. to 1 week	PRE-OPENING HIRING / TRAINING	Advertise and interview for opening staff
1 week to 1 day	STOCKING / READYING	Clean up from construction install equipment, stock up and try things out.
GRAND OPENING	**GRAND OPENING**	**GRAND OPENING**

APPENDIX "M"

1. Urban Superette Specifics

DAILY CHECKLIST

	Foodservice	Cashier	Manager
Daily tasks	Perform all foodservice duties with continued focus of food safety, Serve foodservice customers, support cashier as available and/or directed, maintain par levels, meet production schedule, communicate effectively, complete checklists	Perform all cashier duties with a continued focus on service, sanitation and safety, Focus of serving customers, Maintain appearance of store	Monitor and verify personal hygiene, flow of food and HAACP documentation, Stockroom and cooler organization, Monitor, evaluate, act. Flow of food logs, Communication log, Conduct daily key item inventory, review product levels and set daily production, Take lead role in daily communication
Pre Opening (5:30 - 6:30 AM)	Review notes from previous day, Turn on oven and hot food display case, Set up sanitation station and triple sink, Review daily production, Check dates and rotation, Complete morning flow of food verification (time, temperature, FIFO, etc.)	Keep store secure until opening procedures are completed, Restroom check, Change fountain nozzles, Sanitize self serve areas, Tea and Coffee preparation, stock displays, stock gondola per planogram, participate in morning taste panel, Dust shelves	Keep store secure until opening procedures are completed, Take out prior night trash, Review prior day notes/Communication log, Prepare cash register #2 (remove and secure when 2nd employee arrives), Verify McColla HQ's report was pulled, Verify deli and gondola temperatures, Set deli cases and gondola per planograms, Sign into lottery machine and place slip from machine in designated envelope for weekly collection, Complete morning comprehensive walkthrough and assign specific related tasks,
6:00 - 6:30 AM	Keep store secure until opening procedures are completed, Complete food safety procedures, Prepare breakfast items per production schedule, Prepare coffee, participate in morning taste panel, Complete morning flow of food verification (time, temperature, FIFO, etc.)	Keep store secure until opening procedures are completed, Restroom check, Prepare coffee, stock displays, stock gondola per planogram, participate in morning taste panel, Turn tvs and radio on, Put sign outside	Monitor and verify team workflow throughout the day, Adjust production schedule, ensure stock per planogram, participate in morning taste panel
6:30 AM	Team focus on serving customers during rush	Team focus on serving customers during rush	Assist in operation, with constant awareness of quality, cost and service
7:00 AM	Complete morning flow of food verification(time, temperature, FIFO, etc.)		Assist serving customers during rush, Monitor Recipe Execution with a minimum of 1 recipe evaluated/day
8:00 AM	Continue making breakfast items, begin making lunch items	Refresh self serve areas, Check coffee	Assist serving customers during rush, Review previous day numbers, Complete daily program log
9:00 AM	Complete morning flow of food verification (time, temperature, FIFO, etc.)		Assist serving customers during rush, Complete post rush walkthrough,
10:00 AM	Change out triple sink, Conduct restroom check, Complete post meal production, Rotate breaks Prepare lunch items per production. Participate in taste panel, All sandwiches, Begin prepping pizza for lunch ready.	Conduct restroom check, Rotate breaks Participate in taste panel	Complete post meal product analysis and waste calculations on including yield, Adjust production, Participate in taste panels, Stockroom and cooler organization,
11:00 AM	100 % stocked for lunch, Focus on serving customers, Complete flow of food verification(time, temperature, FIFO, etc.)	Focus on serving customers,	Complete daily program log, Aces in places during volume,
12:00 PM	Focus on serving customers,	Focus on serving customers,	
1:00 PM	Complete flow of food verification(time, temperature, FIFO, etc.)		Check ATM and cash/change on hand, Notify 2nd shift manager if any funds need to be withdrawern, 2nd shift manager make prior night drop and withdraweral

			any funds required for ATM and cash drawers,
2:00 PM	Change out triple sink, Conduct restroom check, Complete personal hygiene procedures, Restroom check, Production check, Rotate breaks	Conduct restroom check	Reconcile cash drawer #1, Check ATM
3:00 PM	Complete flow of food verification(time, temperature, FIFO, etc.) Complete daily and weekly cleaning projects and, Complete personal hygiene procedures, Restroom check, Production check,	Restroom check, Production check, Dust shelves	Reconcile cash drawer #2, Complete post meal production analysis and waste calculations on including yield , Adjust production, Participate in taste panels
4:00 PM	Restock as needed,	Restock as needed,	
5:00 PM	Complete flow of food verification(time, temperature, FIFO, etc.)	Complete flow of food verification(time, temperature, FIFO, etc.)	
6:00 PM	Change out triple sink, Conduct restroom check, Prepare grab and go salads and parfaits for next day, Prepare .5 and 1 pound deli cooler salads and tuna/chicken salads, Check dates and rotation of leftover salads, parfaits, and produce items. Prepare Sweet and Unsweet Tea,		
7:00 PM	Prepare grab and go salads and parfaits for next day, Check dates and rotation of leftover salads, parfaits, and produce items. Complete flow of food verification(time, temperature, FIFO, etc.), Begin breaking down cold deli cases,		
8:00 PM		Restock all displays, Restock all floor and behind counter coolers,	
9:00 PM	Begin closing procedures (clean and restock bathroom, sweep floors,	Begin closing procedures (clean and restock bathroom, sweep floors,	Complete post meal product analysis and waste calculations on including yield , Adjust production, Participate in taste panels
After Closing	Equipment shut down, cleaned at proper times, counters, displays, floors clean, Bathrooms restocked and cleaned, Garbage tied off for morning removal	Equipment shut down, cleaned at proper times, counters, displays, floors clean, Bathrooms restocked and cleaned, fountain nozzles removed or changed out, Fountain and sanitation areas clean and sanitized, Garbage tied off for morning removal, Turn TV and Radio off. Bring sign in	Set cash register systems to allow McColla Headquarters to pull report, Reconcile cash drawers for morning shifts,

WEEKLY CHECKLIST

	Foodservice Team	Cashiers	Store Manager	District Manager
	Attend/complete weekly training	Attend/complete weekly training	Verify completion of weekly training and duties	
			SOP review	
			Weekly meeting with FSM	
Monday	Conduct assigned cleaning (specifics included per company schedule) and maintenance	Conduct assigned cleaning (specifics included per company schedule) and maintenance	Conduct moments of truth evaluation	
Tuesday	Conduct assigned cleaning (specifics included per company schedule) and maintenance	Conduct assigned cleaning (specifics included per company schedule) and maintenance		
Wednesday	Conduct assigned cleaning (specifics included per company schedule) and maintenance	Conduct assigned cleaning (specifics included per company schedule) and maintenance		
Thursday	Conduct assigned cleaning (specifics included per company schedule)	Conduct assigned cleaning (specifics included per company schedule)		
Friday	Conduct assigned cleaning (specifics included per company schedule) and maintenance	Conduct assigned cleaning (specifics included per company schedule) and maintenance		
Saturday	Conduct assigned cleaning (specifics included per company schedule) and maintenance	Conduct assigned cleaning (specifics included per company schedule) and maintenance		
Sunday	Conduct assigned cleaning (specifics included per company schedule) and maintenance	Conduct assigned cleaning (specifics included per company schedule) and maintenance		

MONTHLY CHECKLIST

	Foodservice Team	Foodservice Manager / Shift Supervisor	Store Manager	District Manager
	Monthly cleaning schedule	Safety committee, Financial review, Team meeting	Conduct monthly comprehensive food safety audit, Financial review, In store record and training audit, attend monthly team meeting. Conduct audit of training, procedures, HAACP compliance	
	Attend monthly team meeting, Complete monthly training	Monthly review of KPIs	Monthly review of KPIs	
			Conduct informal customer intercepts	
Week 1	Follow monthly cleaning chart		SOP review	
Week 2	Follow monthly cleaning chart			
Week 3	Follow monthly cleaning chart			
Week 4	Follow monthly cleaning chart			
Week 5	Follow monthly cleaning chart			

FOODSERVICE TRAINING SCHEDULE

	Description	Time allotted	Time scheduled

Food Safety Training	Handwashing, personal hygiene, cross contamination, cleaning and sanitizing, HAACP, Flow of Food, Temperatures, Thermometer Calibration, Working safely in a foodservice operation	1 hour	8:00 and 2:00
Introduction to workflow	Role and utilization of workflows and checklist including review of checklists	15 min	9:00 and 3:00
Equipment training	How to use it and maintain it	15 min	9:15 and 3:15
Product training	Review of each product, how to make it, date and rotate, display it, merchandise, shelf life	1.5 hours	9:30 and 3:30
Merchandising and suggestive selling	Display Case, Labeling, Merchandising and Management, Suggestive Selling	30 minute	11:00 and 5:00
Clean up and prepare to serve			

STORE OPERATIONS TRAINING SCHEDULE

	Description	Time allotted	Time scheduled
Food Safety Training	Handwashing, personal hygiene, cross contamination, cleaning and sanitizing, HAACP, Flow of Food, Temperatures, Thermometer Calibration, Working safely in a foodservice operation	1 hour	8:00 and 2:00
Introduction to workflow	Role and utilization of workflows and checklist including review of checklists	15 min	9:00 and 3:00
Convenience Store Training	Kalpesh-SC		9:15:00 AM-11:30 and 3:15-5:30
Clean up and prepare to serve			11:30 -12:00 and 5:30-6:00

FOODSERVICE CHECKLISTS

INSTRUCTIONS

Thermometer Calibration

1. Fill an insulated cup 1/2 full with ice
2. Cover ice with cold water to 2/3 full Let sit 1 minute to 32°F
3. Insert thermometer stem all of the way in the water
4. Hold stem away from cup bottom or sides
5. If thermometer is not accurate within +/- 2°F of 32°F, adjust the screw of the thermometer with small wrench tool
6. Always clean and sanitize in hot, soapy water
7. Rinse and wipe thermometer before every use

The Five Rules of Food Storage

1	Label	Label every product whether dry, refrigerated or frozen storage, placing label on front side of container.
2	Date	Record the date on each product label and related product logs, every time a product is opened and/or re-sealed for storage,. Include the shelf life expiration date of usage.
3	Rotate	Ensure FIFO- First in First out. Use opened containers first and place in front of storage, with the next oldest product behind and freshest in back. It is important that opened containers are placed in front.
4	Initial	Always initial or place name on opened containers or prepared items, for tracking purposes.
5	Cover	All food and beverage products that have been opened or prepared for food service, require to be covered when not in use. Never place opened containers in storage for cross-contamination and always use sneeze guards with food on display.

How to Wash Hands

- Wash with soap and water
- Lather, rub and rinse for a total of 20 seconds
- Dry with a disposable towel or air dryer

Focus on Handwashing

1- Wet hands, use water as hot as you can tolerate.
2- Vigorously wash hands and exposed portions of arms with soap and water for 20 seconds.

Pay particular attention to the area around and under your fingernails and use a brush if necessary.

3- Rinse your hands with running water
4- Dry with a disposable towel or dryer. Use the paper towel to turn off water.
5- Don't touch faucet handles to turn off water; use towel or wrist.
6- Dispose of towel.

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Personal Hygiene

Good personal hygiene is your first step to good health and helps keep your products and customers safe.

Hand Washing

- Wash with soap and water as hot as you can tolerate
- Lather, rub, and rinse for 20 seconds
- Dry with a disposable towel or air dryer
- Don't touch faucet handles to turn off water; use towel or your wrist

Illness

- If ill, contact manager and stay home (according to your store's policy)
- If sneezing or coughing, cover your mouth and nose with tissue
- If tissue is not available, sneeze or cough into your shoulder

Smoking

- Smoke, eat, or drink only in designated areas
- Wash your hands before returning to work

Hair

- Keep hair clean
- Restrain hair and wear hat according to your store's policy

Clothing/Apron

- Start your shift with clean uniforms; change as necessary
- Don't wipe your hands on them
- If your apron gets soiled, put on a clean one

Handling Money

- Customers often think money is dirty
- Best not to handle money, then food
- Wash hands after handling money

Glove Use

Use Gloves

- For all food preparation and handling
- To cover a cut or bandage
- When working with chemicals
- When serving customers

Change Gloves Between

- Handling different types of foods
- Handling raw and cooked foods
- Before serving next customer
- Don't rest gloved hands on cases

Focus on Handwashing

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Daily Foodservice Standards Checklist

Date: _____ **Store #** _____

INITIAL WHEN COMPLETED

EARLY MORNING (By 6am)	**6am**	**10am**	**2pm**	**4pm**	**10pm**	**Comments**
Fill-out new daily program log and post for all						
Review Weekly Sales and Profit Log and REACT! (KPI Report)						
Check closing cleanliness from last night shift						
Walk-in, Reach-in & Prep Storage Organized						
5 Rules of Storage (Label,Date,Rotate,Initial,Cover) in place						
Storage and work areas clean						
Daypart Plan o Gram followed						
Check displays for OOS & waste to start the day						
Cups, napkins, straws, condiments, etc. full and ready						
POST BREAKFAST/PRE LUNCH (By 10am)	**6am**	**10am**	**2pm**	**4pm**	**10pm**	
Variety and product levels look ready for business						
Product presentations attractive, fresh & full						
Correct signs, prices, labels & packaging						
Display clean with proper serving utensils,signage,smallwares						
Roller Grill, Displays, Pre-pack Displays ready						
Cups, napkins, straws, condiments, etc. full and ready						
POST LUNCH MID DAY (By 2pm)	**6am**	**10am**	**2pm**	**4pm**	**10pm**	
Variety and product levels look ready for business						
Product presentations attractive, fresh & full						
Display clean with proper serving utensils & lighting						
Cups, napkins, straws, condiments, etc. full and ready						
PRE DINNER EARLY EVE (By 5pm)	**6am**	**10am**	**2pm**	**4pm**	**10pm**	
Record Daily Program Log for OOS & Waste						
Complete prep needs and cleaning						
Clean, stock and reset stations as needed for evening						
Break down any stations or venues closing before dinner						
Check temperature log and daily food safety checklists						
Cups, napkins, straws, condiments, etc. full and ready						
LATE NIGHT PRE DAWN (10pm to 6am)	**6am**	**10am**	**2pm**	**4pm**	**10pm**	
Ensure temperature logs & code checklists are complete						
Stock and Prep all items for tomorrow, as time allows						
Update signage for specials and features at displays						
Record Daily Program Log for OOS & Waste						
Cups, napkins, straws, condiments, etc. full and ready						

Weather:

HOT MILD COOL COLD RAIN ICE SNOW

Daily Market Condition: (Events & Traffic notes)

FOOD SAFETY CODE CHECKLIST

Date: _____ Store # _____

Item Description	Shift Walk		
	6am	2pm	10pm
Associates can demonstrate proper sanitizing procedures			
Sanitizer spray bottle available (not stored near food)			
Nothing stored in or above sinks			
Chemicals not stored above food or food utensils (cups, etc.)			
All food contact surfaces clean and sanitized			
Warewashing equipment is in good repair and clean (3 comp sink)			
All equip clean and properly operating - explain on Weekly Maint Log			
Bathrooms clean and supplies stocked (soap and towels)			
Hand sinks clean stocked and accessible			
No product on floor in storage areas			
Exit doors not blocked			
All back rooms and pathways neat, organized and easily accessible			
Dumpster / trash storage area neat and organized and lid closed			
Food Service Checklist has been completed			
Proper hand washing procedures are being followed			
Calibrated Thermometer available near grills			
Temperature Log has been completed →			
Initials (Verify all items completed)			

Comments:

_____

_____

_____

_____

_____

_____

Manager Review Signature _____Date _____
Supervisor Review Signature _____Date _____

(Place on clipboard, complete daily, save for 60 days)

EQUIPMENT TEMPERATURE LOG

Equipment	Rq'd Temp (In Degrees)	Shift Walk					
		6am		2pm		10pm	
		Time	Temp	Time	Temp	Time	Temp
	150+						
	150+						
	150+						
	150+						
	150+						
	150+						
	150+						
	150+						
	150+						
	150+						
	150+						
	Dial-#5						
	145+						
	-41						
	-41						
	-41						
	0-10						
	-41						
	-41						
	0-10						
	0-6						
	0-10						
	0-10						
	0-10						
	0-10						
Initials							

Coolers/Fridges should be no warmer than 40 degrees.

Freezers should be 0-10 degrees.

DAILY STORE COMMUNICATION LOG

Date: _____ Store # _____ Daily Sales Goal $_____

Weather:	HOT	MILD	COOL	COLD	RAIN	ICE	SNOW

Daily Market Condition: (Events & Traffic notes)
Shift Happenings: (What happened and flavor of shift)

Customer Interactions	Comments, Cleaning Projects, Special Events:

Features and Specials (Update any signage at displays)

PLU / UPC Item #	Product Name	Special Instructions	Retail Price

UPC	Description/Flavor	Size / Oz	Reason	DDR and / or Register?

Daily Focus:

Assoc. Review Form & Initial:		Log Prepared by:

SHIFT WALK

Date: _____ Store # _____

MAKE FRESH COFFEE AND CLEAN RESTROOMS EVERY 30 MINUTES DURING YOUR SHIFT

1st	*2nd*	*3rd*	***Initial each item when completed. Must be completed by the end of each shift***
			Pick up cigarette butts, trash/debris around exterior of store (parking area, landscaping, vacuum area, etc.)
			Empty outside trash containers and ashtrays and wipe down trash can lids.
			Stock as needed: windshield washer fluid, paper towels, squeegees, diesel mitts.
			Clean window ledges.
			Clean front door glass; inside and outside.
			Clean glass on cooler doors, ice merchandiser, doughnut case, and ice cream novelty box.
			Empty all inside trash containers.
			Ceiling, walls, fixtures are dusted and clean
			Check for light bulbs that need changing
			Stock walk-in coolers, Igloos, and open-air merchandisers. Break down all empty boxes.
			Coffee and fountain areas are clean, stocked and well maintain
			Fill cigarette racks.
			Clean and dust check stand area.
			Sweep and mop floors. Prepare clean, hot mop water.
			****Fill out Food Service Checklist**
			****Fill out Food Safety Checklist**

Stock Counts Completed for Today?

Which Category (ies) - ***Initial -***

The employee coming on duty is responsible for verifying the completion of the above items prior to the shift change; sign your name below.

1st shift _____ 2nd shift_____ 3rd shift_____

WEEKLY EQUIPMENT MAINTENANCE & CLEANING

Week ending _____/_____/_____

Store #_____ *(Day/Shift : **Manager to highlight daily duties to be performed for the week)*

	Mon			Tues			Wed			Thurs			Fri			Sat			Sun		
Item Description	1st	2nd	3rd	1st	2nd	3rd	1st	2nd	3rd	1st	2nd	3rd	1st	2nd	3rd	1st	2nd	3rd	1st	2nd	3rd
Open Air Sandwich Cooler - product removed from shelves for deep cleaning																					
Heated Pass Thru - every shelf cleaned, inside and out cleaned																					
Pastry Case - every shelf and floor of case deep cleaned- check signage and holders																					
Condiment Unit - condiments removed and holders cleaned																					
Microwave(s) - deep cleaning inside and out and underneath																					
F'Real Freezer - deep cleaning inside and outside, especially along doors																					
F'Real Blender - deep cleaning on inside and outside																					
Tea Machine - deep cleaning inside and out																					
IMix 14 Machine - broken down for weekly cleaning																					
Cappuccino Machine - broken down for weekly cleaning																					
Coffee Brewing Systems - deep clean and polished																					
Iced Coffee Machine - deep cleaning inside and out																					
Sanitization test kit readily available																					
No unlabeled chemicals on premises																					
Inside all cabinets free of spills and stains																					
Hand Washing sign(s) posted																					
Floor under bottom shelf in coolers clean																					
Initial:																					

Notes on Equipment Issues and Comments: _____

_____

_____

Manager Review Signature _____ **Date** _____

Supervisor Review Signature _____ **Date** _____

SUPERVISOR FOOD SERVICE CHECK LIST

Week ending _____/_____/_____

		Mark that checklists were filled out correctly and completely					
Store #	**Day/Date**	**Shift Walk**	**Daily Comm Log**	**Safety Code**	**Fs Daily Log**	**Wkly Maint**	**Action Items And/Or Follow Up Items**

Supervisor - by initialing this form you are acknowledging you have reviewed each store's checklists for the 7 days prior to the date you have listed for that store. Please be sure to record any action and/or follow up items on this sheet to be reviewed with your Store Manager.

DAILY OPERATING STANDARDS

FOODSERVICE ASSOCIATE TRAINING CHECKLIST

STORE # _____

		Mark that employee is knowledgeable of standards						***Acknowledgement***	
Employee Name	Employee #	Food safety Initial Completion Date	Shift Walk	Daily Comm Log	Safety Code	FS Daily Log	Wkly Maint	Employee Initial	Manager Initial

Supervisor Review Signature _____ Date _____

WEEKLY Pull Thaw

Week ending _____/_____/_____

Store # The Banks ***Manager to highlight daily duties to be performed for the week**

	Mon			Tues			Wed			Thurs			Fri			Sat			Sun		
Item Description	Par	AM	PM	Par	AM	PM	Par	AM	PM	Par	AM	PM	Par	AM	PM	Par	AM	PM	Par	AM	PM
Eggs																					
Egg Whites																					
Sausage																					
Breads																					
Ciabatta																					
Baguettes																					
Naan																					
Croissants																					
Pastries																					
Cookies																					
Pizza																					
Grilled Chicken																					

Manager Review Signature _____ **Date** _____

Supervisor Review Signature _____ **Date** _____

WEEKLY Build Sheets

Week ending _____/_____/_____

Store # The Banks # 1 ***Manager to highlight daily duties to be performed for the week

	Mon			Tues			Wed			Thurs			Fri			Sat			Sun		
Item Description	Par	AM	PM	Par	AM	PM	Par	AM	PM	Par	AM	PM	Par	AM	PM	Par	AM	PM	Par	AM	PM
Sausage, Egg and Cheese																					
Turkey and Egg White																					
Ham, Egg and Cheese																					
Cuban																					
Italian																					
Turkey/multigrain																					
Chicken Salad																					
Pastries																					
Cookies																					
Pizza																					

Manager Review Signature _____ **Date** _____

Supervisor Review Signature _____ **Date** _____

STREET CORNER BUILDS

BREAKFAST

Quantity	Steps	
1 portion	1 - Slice croissant in half to separate top and bottom	
.5 oz	2 - Place on top portion of croissant	
.5 oz	3 - Place on bottom portion of croissant	
2 slices (1 oz)	4 - Fold pieces in half and place on bottom portion of Croissant	
2 slices	5 - Break bacon to cover ham	
1 portion	6 - Place on top of bacon	
1 slice	7 - Place on top of egg	
Turbo Chef "ONLY"	Separate sandwich into two - a) Cheese and Egg on one half b) Ham and Bacon on other half. On Turbo Chef select "Sandwich" then "Breakfast"	

2 slices	1 - Use two slices of naan	
.5 ozs	2 - Place on top piece of naan	
2 slices (1 oz)	3 - Fold pieces in half and place on bottom portion of naan	
1 portion	4 - Fold in half and place on top of Turkey at a 45 degree angle	
1 slice	5 - Place on top of egg white	
1 - Warm in Turbo Chef 2 - Panini press for 20-25 seconds	1 - Turbo Chef - Separate sandwich into two a) Cheese and Egg on one half b) Turkey on other half. On Turbo Chef select "Sandwich" then "Breakfast" 2 - Panini press - Press sandwich for 20-25 seconds	

1 portion	1 - Separate into two pieces	
.5 oz	2 - Place on top portion of ciabatta	
.5 oz	3 - Place on bottom portion of ciabatta	
1 patty	4 - Place on top bottom portion of ciabatta	
1 portion	5 - Place on top of sausage	
1 slice	6 - Place on top of yellow egg	
1 - Warm in Turbo Chef 2 - Panini press for 20-25 seconds	1 - Turbo Chef - Separate sandwich into two a) Cheese and Egg on one half b) Sausage on other half. On Turbo Chef select "Sandwich" then "Breakfast" 2 - Panini press - Press sandwich for 20-25 seconds	

LUNCH

Category	Item	Ingredient	Quantity	Steps
Lunch / Dinner	**Turkey on Multi Grain**	Multi Grain	2 slices	1 - Use two slices of multi grain
		Dijon Mustard	.5 oz	2 - Place on top portion of multi grain
		Mayonnaise	.5 oz	3 - Place on bottom portion of multi grain
		Turkey	3 slices (1.5 oz)	4 - Fold pieces in half and place on bottom piece of bread
		Swiss Cheese	1 slice	5 - Place on top of turkey
		Roasted Tomatoes	.25 oz	6 - Spread out over sandwich
		Arugula - Fresh Greens	.25 oz	7 - Spread out over sandwich
		Heating Instructions	1 - Warm in Turbo Chef 2 - Panini press for 20-25 seconds	1 - Turbo Chef - Separate sandwich into two a) Cheese on one half b) Turkey on other half. On Turbo Chef select "Sandwich" then "Turkey" 2 - Panini press - Press sandwich for 20-25 seconds
Lunch / Dinner	**Italian**	Baguette	1/3 slice	1 - Use only 1/3 of a baguette
		Italian Deluxe Setup	.5 oz	2 - Place half of italian deluxe setup on bottom portion of baguette
		Mozzarella Cheese	1 slice - cut at 45 degree angle	3 - Place 45 degree angle cheese on top of meat
		Romaine Heart	1/2 slice of 1 leaf	4 - Place on top of cheese
		Roasted Tomatoes	.25 oz	5 - Spread out over romaine
		Artichoke	.25 oz	6 - Spread out over romaine
		Italian Season	dash of seasoning	7 - Shake seasoning over sandwich to cover
		Italian Dressing	.25 oz	8 - Spread dressing over top piece of bread
		Heating Instructions	1 - Warm in Turbo Chef	1 - Turbo Chef - Separate sandwich into two a) Cheese on one half b) Turkey on other half. On Turbo Chef select "Sandwich" then "Italian"
Lunch / Dinner	**Cuban**	Ciabatta	1 portion	1 - Separate into two pieces
		Dijon Mustard	.5 oz	2 - Place on top portion of ciabatta
		Mayonnaise	.5 oz	3 - Place on bottom portion of ciabatta
		Pork	2 oz (appx 2 slices)	4 - Place on bottom portion of ciabatta
		Pickles	3 pickles	5 - Place on top portion of ciabatta
		Ham	1.5 oz (3 slices)	6 - Place on top of pork
		Swiss Cheese	1 slice	7 - Place on top of pickles
		Heating Instructions	1 - Warm in Turbo Chef 2 - Panini press for 20-25 seconds	1 - Turbo Chef - Separate sandwich into two a) Cheese and Ham on one half b) Pork on other half. Smash top portion of ciabatta before inserting into Turbo Chef. On Turbo Chef select "Sandwich" then "Cuban" 2 - Panini press - Press sandwich for 20-25 seconds

PASTRIES

Category	Item	Ingredient	Quantity	Steps
Pastries	**Large Muffins**	Muffin Batter	4 oz	Preheat oven to 350
			1 Large muffin foil	Place muffin foil in muffin pan

				Scoop 4 oz batter into muffin foil
				Place pans in oven
				Bake 15 min @ 350
				Top as directed
Pastries	**Small muffins**	Muffin Batter	2 oz	Preheat oven to 350
			Small muffin foil	Place muffin foil in muffin pan
				Scoop 2 oz batter into muffin foil
				Place pans in oven
				Bake 15 min @ 350
				Top as directed
Pastries	**Assorted**	Individual Assorted	each	Preheat oven to 350
				Place foil sheet on sheet pans
				Place individual pastries on sheet pan
				Bake for 15 minutes at 350

COOKIES

Category	Item	Ingredient	Quantity	Steps
Cookies	**Cookies(assorted)**			
		Frozen Cookie Dough Ind	1 each 1.5 oz cookie	Preheat oven to 300

				NOTE-If oven is set on 350, turn down and wait 10 min before starting
				Place deli paper on sheet pan
				Arrange cookies on sheet pan with 1/2' between each
				NOTE-Segment peanut butter cookies on tray from others
				Bake at 300 for 15 minutes, Upon removal from oven reset oven to 350
Cookies	**Jumbo Cookies (assorted)**			
		Frozen Cookie Dough Ind	2 each 1.5 oz cookie	Preheat oven to 300
				NOTE-If oven is set on 350, turn down and wait 10 min before starting
				Place deli paper on sheet pan
				Thaw cookies for 30 minutes -Combine two cookies into one large cookie, arrange cookies on sheet pan with 1/2' between each
				NOTE-Segment peanut butter cookies on tray from others
				Bake at 300 for 15 minutes, Upon removal from oven reset oven to 350

SALADS

Category	Item	Ingredient	Quantity	Steps
Salads	**Southwestern Salad**	Romaine	1 oz	Fill black salad bowl 3/4 with 1/2 romaine and 1/2 mixed greens
		Mixed Greens	1 oz	

		Black Bean and Corn	2 oz	Sprinkle over lettuce
		Chic Breast	2 oz	Take 1/2 oz chicken breast and cut into 1/2 in cubes and spread over salad
		Salsa	1 oz	Place dollops of salsa over salad
		Mozzarella	2 oz	Sprinkle over lettuce
		Chipotle Ranch	2 oz	Place cup of dressing inside salad container
				Put lid on salad date and rotate
Salads	**Chef Salad**	Romaine	1 oz	Fill black salad bowl 3/4 with 1/2 romaine and 1/2 mixed greens
		Mixed Greens	1 oz	
		Turkey	1 oz	Cut slice into small bite size pieces and spread over salad
		Ham	1 oz	Cut slice into small bite size pieces and spread over salad
		Cheddar Cheese	.5 oz	Cut slice into small bite size pieces and spread over salad
		Swiss Cheese	.5 oz	Cut slice into small bite size pieces and spread over salad
		Ranch	1.5 oz	
		Tomatoes	.5 oz	
Parfaits		Yogurt	5 oz	
		Fruit	2 oz	
		Granola	1 oz	

PIZZA

Category	Item	Ingredient	Quantity	Steps
Pizza	**Pepperoni**	Pizza	1	Remove pizza from freezer
		Pepperoni	25	Place a pepperoni at 12, 3, 6 and 9.

				Then place three in between each these resulting in 18 on the outside of the pizza.
				Then place 8 more in a circle inside of the outer circle and finally place one more inside of the inner circle. This results in 25 per pizza
		Garlic romano seasoning	A few shakes	Cover pizza lightly with seasoning
Pizza	**Margherita**			

SALADS

CHICKEN CAESAR	GREEK	GRILLED CHICKEN	SOUTHWEST CHICKEN
5 oz - Iceberg/Romaine	5 oz - Iceberg/Romaine	4 oz - Spring Mix	4.5 oz - Iceberg/Romaine
3 oz - Cubed Chicken	0.5 oz - Onion	3 oz - Chicken	3 oz - Chicken
1 oz - Parmesan Cheese	0.75 oz - Black Olive	1 oz - Green Apple	1.5 oz - Corn & Black Beans
1 oz - Crutons	2 oz - Tomato	1.5 oz - Tomato	1 oz - Tomato
1 pack - Creamy Caesar	4 oz - Cucumber	1 oz - Blue Cheese	0.75 oz - Fritos
	1 oz - Banana Pepper	0.25 oz - Almonds	0.25 oz - Shredded Cheddar
	1 oz - Feta Cheese	0.5 oz - Onions	2 oz - Chipotle Ranch
	2 oz - Greek Dressing	2 oz - Balsamic	

WRAPS

CHICKEN CAESAR	ITALIAN	GRILLED CHICKEN	SOUTHWEST CHICKEN
3 oz - Iceberg/Romaine	1 oz - Italian Dressing	2 oz - Spring Mix	3 oz - Iceberg/Romaine
3 oz - Chicken	5 slices - Salami	3 oz - Chicken	3 oz - Chicken
0.5 oz - Parmesan Cheese	5 slices - Capicola	1 oz - Green Apple	2 oz - Corn & Black Beans
5 - Crutons	5 - Pepperonis	1 oz - Tomato	2 oz - Shredded Cheddar
1 pack - Creamy Caesar	3 oz - Iceberg/Romaine	1 oz - Blue Cheese	1.5 oz - Fritos
	.25 oz - Fire Roasted Tomat	0.25 oz - Almonds	3 - Diced Grape Tomatos
	.25 oz - Artichokes	0.5 oz - Onions	2 oz - Chipotle Ranch
		2 oz - Balsamic	

BREAKFAST

TRIPLE PLAY

Ciabatta Roll
1 - Yellow Egg
1 portion Sausage
1 slice - American Cheese

BURRITO

Tortilla
1 - Yellow Egg
2 oz - Bean & Corn
2 oz - Shredded Cheddar

COLD SANDWICHES

TOUCHDOWN TURKEY

2 slices - Berry Wheat
0.5 oz - Mustard
0.5 oz - Mayo
4 slices - Turkey
1/2 Avacado
1 1/2 slices - Swiss Cheese
pinch - Mixed Greens

The VEG

2 slices - Berry Wheat
1 oz - Pesto
1 oz - Hummus
4 slices - Feta Cheese
5 - cherry tomatos (halved)
2 slices - Onion (chopped)
pinch - Mixed Greens

ROAST BEEF ON RYE

2 slices - Rye
1 oz - Horseraddish Mayo
2 slices - Provolone Cheese
6 slices - Roast Beef
pinch - Mixed Greens

SANDWICHES

PITCH HITTER

Naan - 2
Egg White - 1
Turkey - 2
Mozzarella - 1

Ask - Dijon or Mayo

Put extras on top - cover w/cheese
Breakdown sandwich
(separate turkey & egg)
Heat - Italian setting
Reassemble sandwich
Press & add pressure 30-45 seconds
Wrap sandwich
(foil for delivery)

TRIPLE PLAY

Cibatta Roll
Yellow Egg - 1
Sausage - 1
American Cheese - 1

Ask - Dijon or Mayo

Put extras on top - cover w/cheese
Spray foil for egg
Breakdown sandwich
(separate sausage & egg)
Heat - Italian setting
Reassemble sandwich
Press
Wrap sandwich
(foil for delivery)

The FC

Schiacciata (1/2 roll)
Chicken Breast - 1
Swiss Cheese - 1

Ask - Dijon, Chipotle Mayo
Onion, Tomato & Lettuce

Put extras on top - cover w/cheese
Breakdown sandwich
(gently flatten chicken for cooking)
Heat - Cuban setting
Reassemble sandwich
Press & add pressure 30-45 seconds
Wrap sandwich
(foil for delivery)

SANDWICHES

TUSCAN CLUB	The CUBAN	The ITALIAN
Schiacciata (1/2 roll)	Cibatta Roll	Schiacciata Roll
Turkey - 1	Ham - 3	Salami - 5
Ham - 2	Pork - 2	Capicola - 5
Bacon - 1.5	Swiss Cheese - 1	Pepperoni - 5
Swiss Cheese - 1	Pickles - 3 or 4	Mozzarella - 2
Ask - Italian, Onion & Lettuce	**Ask** - Dijon or Mayo	**Ask** - Italian, Tomatoes, Artichokes & Lettuce
Put extras on top - cover w/cheese	Put extras on top - cover w/cheese	Put extras on top - cover w/cheese
Breakdown sandwich	Breakdown sandwich	Breakdown sandwich
(separate turkey & ham)	(separate pork & ham)	(separate meats)
(put bacon over cheese)	**Heat** - Italian setting	**Heat** - Italian setting
Heat - Italian setting	Reassemble sandwich	Reassemble sandwich
Reassemble sandwich	Press & add pressure 30-45 seconds	Press & add pressure 30-45 seconds
Wrap sandwich	Cut in half & Wrap sandwich	Cut in half & Wrap sandwich
(foil for delivery)	(foil for delivery)	(foil for delivery)

SANDWICHES

SC Club		
Hoagie		
Turkey - 2		
Ham - 2		
Swiss Cheese - 1		
Bacon - 2		
Ask - Dijon, Chipotle Mayo, Onion & Lettuce		
Put extras on top - cover w/cheese		
Breakdown sandwich		
(separate ham)		
Heat - Italian setting		
Reassemble sandwich		
(DO NOT PRESS)		
Cut in half & Wrap sandwich		
(foil for delivery)		