



MID SHIFT CHECKLIST

Today's Date: _____ Manager in Charge: _____

These tasks should be completed after lunch rush and before dinner rush (around 2-3pm)

○ **Dough Management**

- Reevaluate dough and pull out what is needed for rush. Use the Dough Projection Tool to determine the amount you will need.
- If dough needs proofing, be sure to cross stack it.

○ **Shelf Life**

- Check all 8-hour items and make sure they are not expired or won't be expiring soon.
 - Pizza Sauce
 - Pizza Sauce Bottles
 - Ketchup-Mustard Sauce
 - Thin Crusts
 - Hearty Marinara

○ **Pre-Rush Prep**

- All prep is complete.
- Top of the makeline rail is stocked.
- Makeline cabinets are fully stocked, including cheese.
- There's enough pizza sauce for the rush.
- Pan sauce bottles have been prepped from the fresh bucket of sauce. Expiration times should match the fresh bucket of sauce.
- Bread sides and pans have been prepped for rush.
 - **Stuffed cheesy bread**
 - **Parm Bites**
 - **Bread twists**
 - **Pans**
- Floaters are prepped for rush.
- Pre-line pans for brownies, bread sides, SCB, and specialty chicken.
- Screens with mats for sandwiches.
- Screens in place for wings.

○ **Additional Items**

- Pan bucket emptied, refilled, and brought back to the cut table.
- Position chart filled out and communicated.
- Replenish banks and 20-breaks for evening drivers.