

Boxing & Bagging SOP-#408

Employee Training

PURPOSE

To ensure food is properly presented

PROCEDURE

While boxing or bagging employees should perform the following:

Dine In

1. Set the tray vertically and place the the long deli paper on it.
2. Place the tartar/cocktail sauce on the top of the tray. (as required)
3. At the top of the tray place the side item.
4. At the bottom of the tray place the entre.
5. If any skrimp are added to the basket place them in the middle of the tray. (Between the side and the entre, and if necessary, over the side)

Boxing

1. Cut the long deli paper in half, and place one half of the paper in the box.
2. Place the tartar/cocktail on the right side of the box underneath the deli paper. (as required)
3. Put the side on the top of the box and the entre at the bottom of the box.
4. If any skrimp are added to the basket place them in the middle of the box. (Between the side and the entre, and if necessary, over the side)

IMPORTANT NOTES

Kids meals and entrees will be served on the small trays for dine in guests

Any additional sauces should be place in the tray next to the entre

Tacos are boxed separately from sides



Boxing and Bagging CONT.

Bagging

1. Open the bag and place the entre at the bottom of the bag.
2. Then add the side(s) on top of the entre.
3. Lastly add the sauces to the bag.

IMPORTANT NOTES

Hot and cold items should be bagged seperatly

