

If your organization has elected to implement the Carry-over Prep Process, you can consider using this resource as part of your organization's Launch. Each franchise owner is responsible for determining the necessary prep amounts and selecting the storage bins.

Definitions

- **CARRY-OVER BIN** – The **colored** bins used exclusively to store unexpired carry-over product at close of business in your store for first use next day (Black or Clear)
- **REGULAR USE BIN** – The usual color of bins used on the makeline rail throughout the day that is different than the carry-over bin color
- **LARGE BIN** – Containers or bins used for pre rush prep for toppings determined best prepped in large batches for use throughout the shift to refill makeline top rail bins
- **ORIGINAL PACKAGED BAGS** – Product left in original packaging stored in makeline cabinet used to refill regular use bins on makeline rail as needed
- **CARRY-OVER PRODUCT** – A term used to describe remaining unexpired product that will be removed from makeline at close and stored in carry-over bin for first use next day

TIPS FOR IMPLEMENTING THE PROCESS AT OPENING SHIFT AND THROUGHOUT THE DAY

STEP 1

- Remove the carry-over bins from the walk-in and place in makeline top rail
- Products that had no carry-over from the night before should be placed into properly dated regular use bins and into the makeline top rail
- Stock the makeline cabinet with each product as directed
- All products in regular use bins and in the makeline cabinet should be dated in accordance with the shelf life guide
- It is recommended you have your package opening, sealing, and dating tools stored near the makeline area so they are readily available when needed

STEP 2

- Date a set of regular use bins to replace carry-over bins as they are emptied, for quick access when needed at the makeline
- Regular use bins can be refilled throughout the day
- Carry-over bins are NEVER refilled. Once emptied, they should be sent to the sink to be washed

STEP 3

- Determine which products are best prepped in bins, and which are best prepped in larger containers to refill the makeline top rail
- Products stored in original packaging need to be sealed once open with approved bag clips to keep closed between refills

NOTE

Carry-over bins do not need to be dated.

All regular use bins should be dated following the shelf-life guide

TIPS FOR IMPLEMENTING THE PROCESS DURING CLOSING SHIFT

STEP 1

- At close of business any product that remains in the carry-over bin from the prior day **MUST** be discarded

STEP 2

- Take each regular use bin with remaining product out of the top rail and transfer product into clean and sanitized carry-over bins
- Clean and sanitize all regular use bins that have been emptied

STEP 3

- Verify expiration dates are clearly identified on all products in the makeline cabinet and marked "use first", then return to the walk-in for storage overnight
- Discard any products that have expired
- Products in original packaging must be sealed OR placed in NSF container before returning to the walk-in
- Properly clean and sanitize the makeline