

# Freezer Usage Policy

Purpose:

This policy outlines the proper procedures for the storage and preparation of key ingredients in the freezer at Burrito Express locations. The intent is to ensure that ingredients are prepared and stored in a manner that maintains freshness, maximizes efficiency, and meets the weekly needs of each restaurant. Label ingredients accurately to prevent confusion during usage.

## 1. Weekly Freezer Prep for Ham and Chorizo:

**Preparation:** Cut Ham and mix Chorizo on Mondays & Tuesdays. Ensure that you order supplies on Thursdays so you have them available to prepare on Monday.

**NOTE:** Each block of ham will produce 2 ziploc bags

**Storage:** Ham and chorizo will be stored in 1-gallon Ziploc bags within the freezer. Each bag of ham should weight about 6.5 pounds

**Weekly Usage:**

Each restaurant location is responsible for determining their weekly usage of ham and chorizo. These items should be prepared weekly in quantities that align with the restaurant's specific needs to ensure a consistent supply.

## 2. Shredded Chicken:

**Preparation:** Shredded chicken will be prepared according to the established recipe and quantities will align with the restaurant's specific needs.

**Storage:** Place 1, 8-quart containers of prepared shredded chicken in the freezer. The remaining shredded chicken will be stored in 1 5-gallon bucket and 1 8-qt bucket, placed in the walk-in refrigerator for use throughout the week.

**Usage:**

When you are down to 1 8-qt bucket, you will need to remove the frozen bucket and place it in the refrigerator to thaw out in time to be used.

## 3. Beef for Green and Red Chili:

**Preparation:** Prepare beef using three bags at a time, ensuring enough beef is available for two batches each of red chili and green chili. Once prepared, store one batch of green chili meat (4 lbs. of meat and 6 lbs. of meat broth/juice). Store in the freezer in an 8-quart container and label container, **Green Chili Meat**.

Also, prepare one batch of red chili meat (2 lbs. of meat and 5 cups of broth/juice). Store in the freezer in a 4 L container and label, **Red Chili Meat**.

We are adding extra broth/juice to each container before freezing, as the meat will absorb the broth/juice during the freezing process.

**Usage:** You should only have enough meat in the freezer to make one extra batch of Green or Red chili. We do not want to see meat in the freezer for multiple batches.

## 4. Guacamole:

**Storage:** Guacamole can be frozen to maintain its freshness if needed.

**Usage:** Remove guacamole from the freezer daily to meet consumption requirements for your restaurant.

**Compliance:**

All Team members involved in food preparation and storage are required to adhere to this policy to ensure the highest standards of food safety and operational efficiency. Any deviations from this policy must be approved by management. Regular audits will be conducted to ensure compliance and to

address any issues that may arise.

This policy serves as a guideline and example, with specific preparation and storage quantities provided in the attached freezer-servicing table. It is essential that all employees follow these guidelines to maintain the quality and safety of the ingredients used at Burrito Express locations.

Weekly Freezer Prep	Store In Freezer	Amounts as needed	On Hand
Ham	1gal Ziploc Bags		
Chorizo	1gal Ziploc Bags		
Shredded Beef	8 Quart Containers		
Shredded Chicken	8 Quart Containers		
Beef for Green Chili	8 Quart Container		
Beef for Red Chili	4 Liter Container		
Chili for Chicken	8 Cups in 1gal Ziploc Bag		
Chili for Red Chili	4 Liter Container		
Guacamole	As Needed		