

# TRAINING &

*Training operational excellence and upholding brand standards.*

# OPERATIONS

MAY / 2024

## New Job Aid Placement Guide

*Tips and Tricks for a Successful Year!*



# What you got?



***It's here! It's finally here!  
Your Spring 2024 Job Aids Kit. I know. I'm excited too.  
Here's what should be in this big, beautiful box:***

## MANAGEMENT

- (1) Equipment Turn-On/ Turn-Off Checklist
- (2) Restroom Cleaning Charts
- (2) Dry Erase Pens
- (1) Set of SONIC Safe Stickers

## CARHOP STATION

- (2) Sheets of Carhop Tray Stickers

## FOUNTAIN STATION

- (1) Sheet of Brew Basket Decals
- (1) Sheet of Fountain Station Stickers

## FROZEN STATION

- (1) Blast Build Poster
- (1) Shake Build Poster
- (1) Overrun Tracking Chart
- (1) Set of Frozen Station Stickers

## FOOD PREP STATION

- (1) Shelf Life Poster for Dry Storage Products
- (1) Shelf Life Poster for Refrigerated Products
- (1) Shelf Life Poster for Frozen Products
- (1) Shelf Life Poster for Hot Hold & Ice Bath Products

## DRESSER STATION

- (1) Standard Menu Item Builds Poster
- (12) Regional Menu Item Build Cards

## GRILL STATION

- (1) Grill Cooking Poster

## BACK SWAMP STATION

- (1) Fryer Filtering & Maintenance Poster
- (1) Fryer Oil Discard Sticker
- (1) Fryer Products Cooking Poster
- (1) Swamp Utensils Poster

## FRONT SWAMP STATION

- (6) Regional Menu Item Build Cards
- (1) Burrito Builds Poster
- (1) Dogs & Wraps Builds Poster
- (1) Fries & Tots Builds Poster

***If you are missing ANY of the items listed, contact Heritage Integrated at (800) 888-4356 immediately.***

***PDFs of all these materials can also be found on SONIC PartnerNet and TOT Zone ([totzone.sonicdrivein.com](http://totzone.sonicdrivein.com)).***

***SONIC Training & Operations can be contacted at [operations@inspirebrands.com](mailto:operations@inspirebrands.com).***



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# M SONIC Drive-In anagers:

***New job aids are exciting and all, but there are several steps you need to take before posting your new materials.***

1. Remove all worn-out or out-dated job aids, especially the ones that you have replacements for in this kit.
2. Thoroughly clean and sanitize the area where the job aid was posted with the appropriate cleaners.  
*Put some elbow grease into it - a clean space will hold (and showcase) your new materials better than a dingy one.*
3. Review this guide to be sure you're placing all those new materials in the right spot in your drive-in.



***As always, the placement recommendations in this guide are just that; recommendations. Managers should always post job aids and other training materials where they make the most sense for their drive-in's use.***

## ***Let's get started...***



# Management

- **(1) Equipment Turn-On/Turn-Off Checklist**

*This laminated piece will be used to optimize energy efficiency. Use it to turn on and turn off your equipment each day.*

- **(2) Restroom Cleaning Charts**

*Post one in the Men's Restroom and one in the Women's Restroom. Do not post dry erase pens in the restrooms with the charts. Team Members should take a dry erase pen to mark the chart each time the restrooms are cleaned and stocked.*

- **(2) Dry Erase Pens**

*Two are provided for use on laminated training materials and stickers.*

- **(1) Set of SONIC Safe Stickers**

*Using the instructions on the sheets, SONIC Safe stickers should be placed where they will remind Team Members of important SONIC Safe priorities.*



These stickers are required on your red sanitizer buckets that are placed at the Frozen, Fountain, Carhop, Dresser, Front Swamp, and Grill Stations.





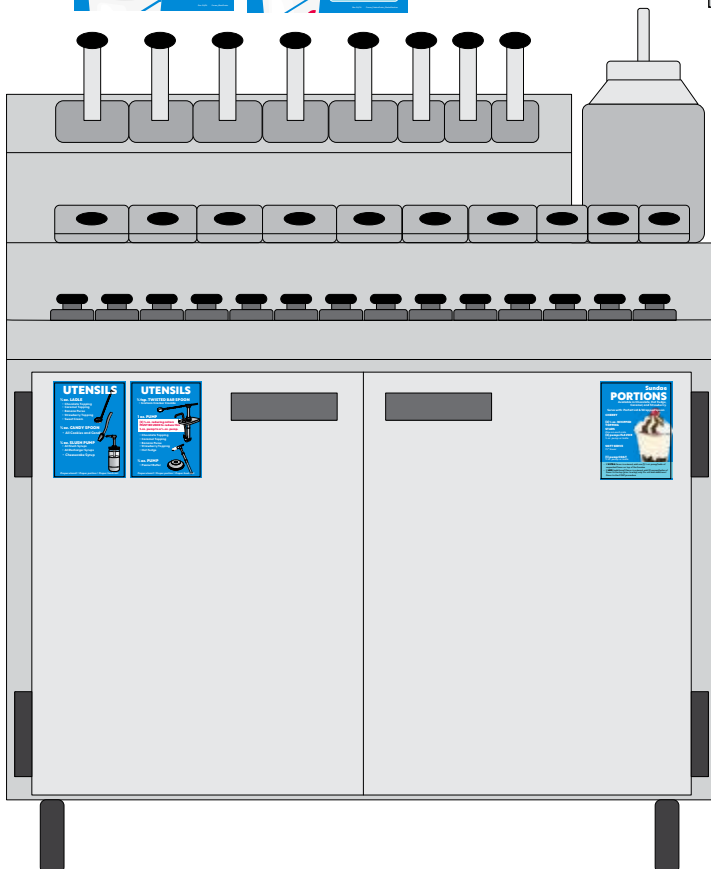
# Frozen

- **(1) Blast Poster**

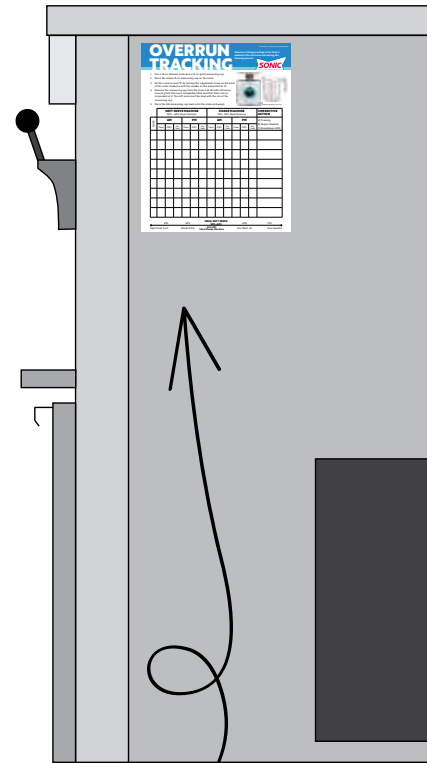
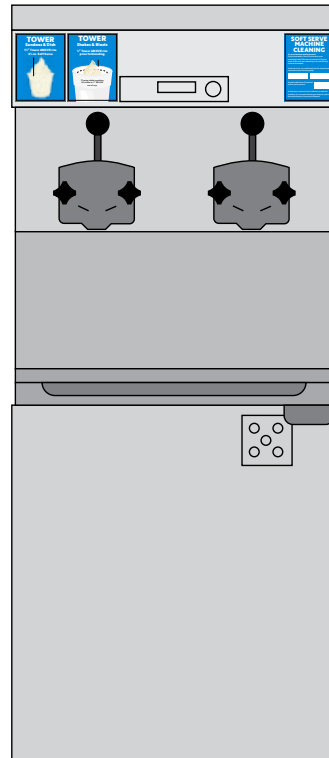
*Post on the side of your soft serve machine or above your fountainette.*

- **(1) Shake Poster\***

*Post on the side of your shake machine or above your fountainette.*



**\*NOTE:** You received a Shake Poster which details *shake machine procedures*. If your drive-in doesn't have a shake machine, please contact Heritage Integrated for a **Shake Poster for Mixer Procedures**.



- **(1) Overrun Tracking Chart**

*Post on the side of your soft serve machine. Fill in the date, time, overrun percentage, and your initials when you've checked overrun.*

- **(1) Sheet of Frozen Station Stickers**

*Using the instructions on the sheets, Frozen stickers should be placed where they will remind Team Members of important Frozen Station priorities.*

## SOFT SERVE MACHINE CLEANING

**To serve the best-quality product:**  
Fully disassemble, clean, and sanitize your machine(s) with Chlorox at least twice (2x) per week. Soft serve mix remaining in the machine(s) must be discarded.

At this drive-in, our machine(s) will be cleaned and sanitized on the following days:

**MON.** **THURS.**

Monthly Milk Stone Procedure will be performed on:

**5/27**

A milk stone remover (citrus delimer) is required monthly. For accurate cleaning procedures, refer to the manufacturer's instruction manual.

Mark the days your drive-in cleans the soft serve machine, and performs its monthly milk stone procedure, on this sticker.



# Food Prep

- **(1) Shelf Life Poster for Dry Storage Products**  
Post in the dry storage area of the drive-in.
- **(1) Shelf Life Poster for Refrigerated Products**  
Post on the door of the walk-in cooler.
- **(1) Shelf Life Poster for Frozen Products**  
Post on the door of the walk-in freezer.
- **(1) Shelf Life Poster for Hot Hold & Ice Bath Products**  
Post in either the Front Swamp Station or the Fountain Station (wherever your drive-in needs it).

HOT HOLD				ICE BATH			
PRODUCT	HEAT & HOLD TIME	PRODUCT	HEAT & HOLD TIME	PRODUCT	HEAT & HOLD TIME	PRODUCT	HEAT & HOLD TIME
Chili Q'Pasa	15	Large Beef Poutine	15	Chili Q'Pasa	15	Large Beef Poutine	15
Chili Q'Pasa	15	Large Beef Poutine	15	Chili Q'Pasa	15	Large Beef Poutine	15
Chili Q'Pasa	15	Large Beef Poutine	15	Chili Q'Pasa	15	Large Beef Poutine	15
Chili Q'Pasa	15	Large Beef Poutine	15	Chili Q'Pasa	15	Large Beef Poutine	15
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Chili Q'Pasa	15	Large Beef Poutine	15	Chili Q'Pasa	15	Large Beef Poutine	15
Chili Q'Pasa	15	Large Beef Poutine	15	Chili Q'Pasa	15	Large Beef Poutine	15
Chili Q'Pasa	15	Large Beef Poutine	15	Chili Q'Pasa	15	Large Beef Poutine	15

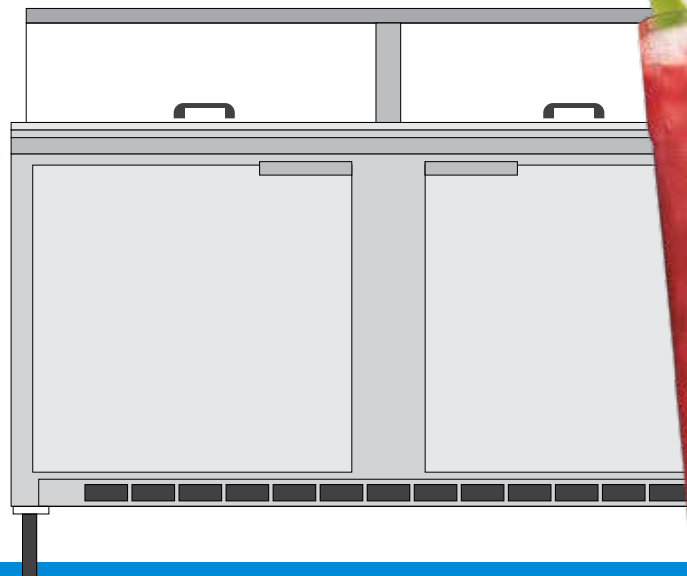
SHELF LIFE			
PRODUCT	STORAGE AREA	SHIELD LIFE	STORAGE AREA
Beef Q'Pasa	Walk-in cooler	15 days	Walk-in cooler
Beef Q'Pasa	Walk-in cooler	15 days	Walk-in cooler
Beef Q'Pasa	Walk-in cooler	15 days	Walk-in cooler
Beef Q'Pasa	Walk-in cooler	15 days	Walk-in cooler
Beef Q'Pasa	Walk-in cooler	15 days	Walk-in cooler
Beef Q'Pasa	Walk-in cooler	15 days	Walk-in cooler
Beef Q'Pasa	Walk-in cooler	15 days	Walk-in cooler
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Beef Q'Pasa	Walk-in cooler	15 days	Walk-in cooler
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Beef Q'Pasa	Walk-in cooler	15 days	Walk-in cooler
Beef Q'Pasa	Walk-in cooler	15 days	Walk-in cooler
Beef Q'Pasa	Walk-in cooler	15 days	Walk-in cooler
Beef Q'Pasa	Walk-in cooler	15 days	Walk-in cooler

# Dresser

- **(1) Standard Menu Item Builds Poster\***  
Place your Dresser poster above your Dresser table.
- **(12) Regional Menu Item Build Cards**  
First, find your drive-in's market-specific menu items from the cards, and set them aside. You may keep the others or throw them away. **Post only the cards that pertain to your drive-in's business needs.**
- **Reminder: New SONIC Brand Standard**  
places onions onto the crown before the pickles for any sandwich that receives the two ingredients.



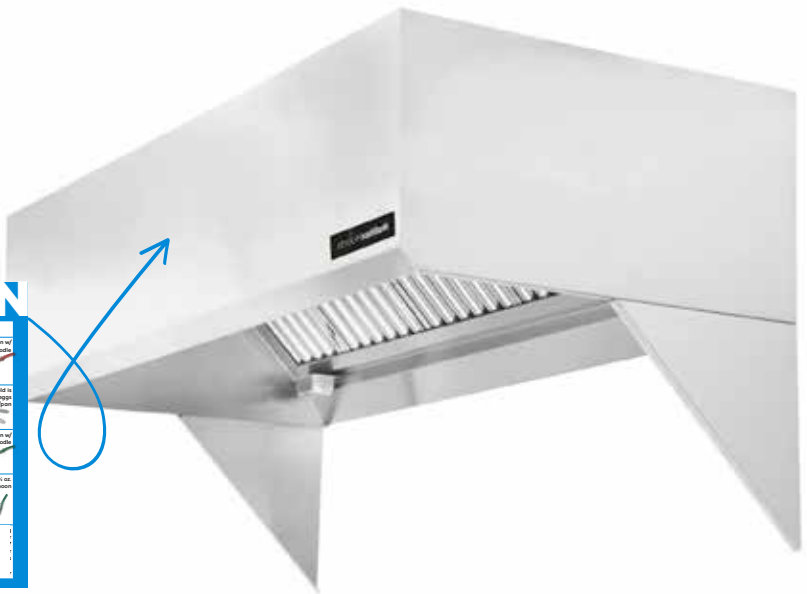
\*NOTE: On your Dresser poster is a sticker that says "Coming Soon/Stay tuned!" Leave this sticker on the poster until you are instructed by SONIC Training and Operations to remove it. **The build is for a product going on SONIC menus in the fall.**



# Grill

## • (1) Grill Poster

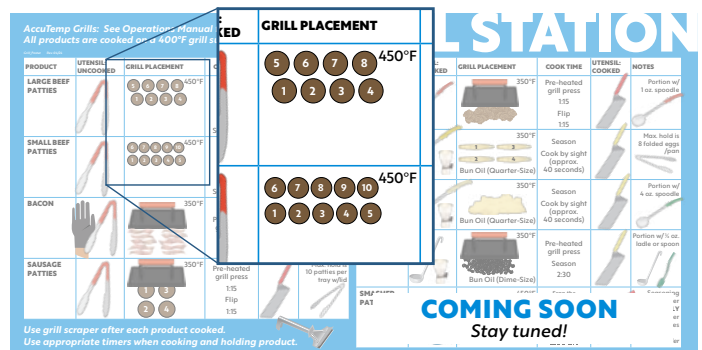
Post on the vent hood of your grill.



**\*NOTE:** On your Grill poster is a sticker that says "Coming Soon/ Stay tuned!"

Leave this sticker on the poster until you are instructed by SONIC Training and Operations to remove it. *The cooking procedure is for a product going on SONIC menus in the fall.*

You, and your Grill Team Member, will notice that we've changed the cooking layout of the large and small beef patties on this poster. This is also due to the super-special product arriving in drive-ins this fall.

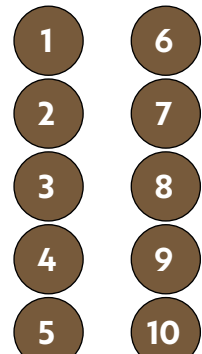


You may choose to continue to cook patties in two rows, back to front (see below), as you always have, OR you may begin cooking patties at the back of your grill in preparation for your new fall menu item. Totally up to you.

**LARGE BEEF PATTIES**



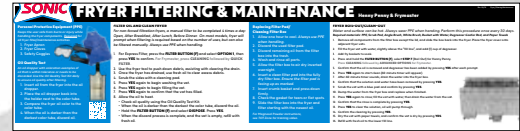
**SMALL BEEF PATTIES**



# Back Swamp

- **(1) Fryer Filtering & Maintenance Poster**  
Post above your fryer, on the vent hood.

- **(1) Fryer Oil Discard Sticker**  
Post above your fryer, on the vent hood.



Mark the days your drive-in discards oil, and boils out vats, on this sticker.

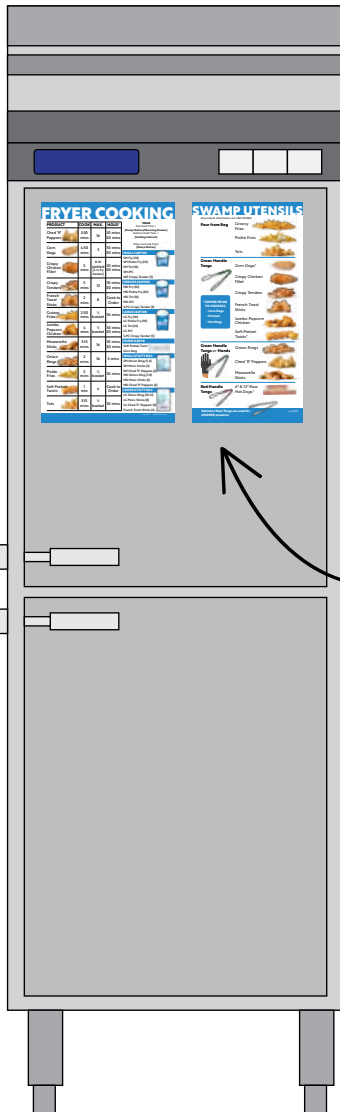
<b>SONIC OIL DISCARD</b> All fried items are cooked at 350°F.					
Oil is to be discarded if it fails the Oil Quality Test. Boil Outs are required every 30 days.					
<b>VAT #1</b>	<b>Oil Discarded</b>	<b>Boil Out</b>	<b>VAT #2</b>	<b>Oil Discarded</b>	<b>Boil Out</b>
<b>Date</b>	5/27	5/27	<b>Date</b>		
<b>Initial</b>	CM	CM	<b>Initial</b>		
<b>VAT #3</b>	<b>Oil Discarded</b>	<b>Boil Out</b>	<b>VAT #4</b> <i>If applicable</i>	<b>Oil Discarded</b>	<b>Boil Out</b>
<b>Date</b>			<b>Date</b>		
<b>Initial</b>			<b>Initial</b>		

• Always wear PPE when handling fryer components.  
 • Test oil quality after the first filter of the day.  
 • Do not skip filters.  
 • Skim vats every 10 minutes on the 7s.  
 • Avoid seasoning/basting items over open vats.

• Cover vats overnight and when turned off.  
 • Do not cascade oil across vats.  
 • Clean the Filter Assembly Panel every night.  
 • Boil out fry vats during every change (or at least once a month).

Rev. 05/26 Fryer Oil Discard

**Remember to  
ALWAYS wear the  
proper PPE when  
handling fryer  
components!**



- **(1) Fryer Products Cooking Poster**  
Post on the door of the reach-in cooler.

- **(1) Swamp Utensils Poster**  
Post on the door of the reach-in cooler or reach-in freezer.

- **Reminder: New SONIC Brand Standard**  
has increased the cook time for Tots from 3:00 to 3:15. You will need to reprogram your fryer button for Tots.



# Front Swamp

- **(6) Regional Menu Item Build Cards**

*First, find your drive-in's market-specific menu items from the cards, and set them aside. You may keep the others or throw them away.*

***Post only the cards that pertain to your drive-in's business needs.***



- **(1) Burrito Builds Poster**

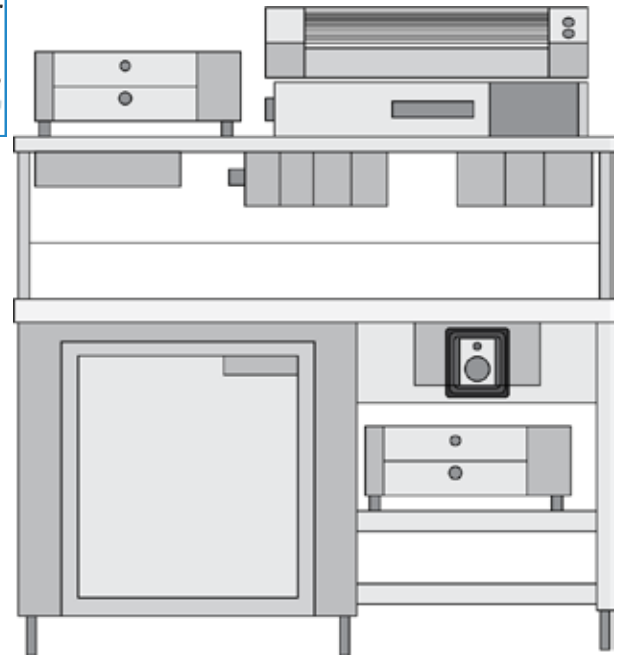
*Post above or near your Front Swamp Station.*

- **(1) Dogs & Wraps Builds Poster**

*Post above or near your Front Swamp Station.*

- **(1) Fries & Tots Builds Poster**

*Post above or near your Front Swamp Station.*







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