GETTING IT TO-GO
QUICKLY

Sysco®
At the heart of
food and service

You may find your operation in need of a to-go service quickly. Here are some best practices and an easy-to-follow checklist to drive the successful and rapid implementation of a to-go program that will help your operation maintain profitability during

BEST PRACTICES

Select your to-go menu
• Simply your offerings
• Select food that travels well and will look and taste good
  in 15-30 minutes

Choose your packaging solutions
• Utilize products that travel well and maintain food integrity
• Identify items most applicable to your menu offering
• Incorporate packaging expenses through operational food costs
  or add a to-go fee on the bill

Develop a designated to-go area
• Choose a bar area, hostess area or separate space
• Doing so helps reduce operational challenges while servicing others
• Designate parking spots or area for quick in and out

Develop to-go operational systems
• Establish how to execute ordering processes and ease of payment
• Implement an in-house or third party delivery service
• Staff training on to-go systems and procedures

Develop your to-go marketing plan
• Utilize social media platforms to spread awareness
• Promotional activity such as special offers on first and repeat orders
• To-go menu established and visible on your website

CHECKLIST FOR DRIVING SUCCESS

Take out or delivery
• Must be noted on the ticket

Kitchen Line
• Create and package to-go food order

All other to-go packing items
• Stocked in to-go designated area
• Items include:
  • Containers
  • Cutlery
  • To-go bags
  • Cups and lids
  • Straws
  • Portion cups
  • Containers for sides
  • Napkins

Finished Order
• Take to designated to-go station
• Each container should be labeled with the following:
  • Item name
  • Date and time of preparation
  • Tamper-evident sticker
• Employee checks completed order into system
• Order is listed as ready for pick-up or delivery
• Customer or delivery driver takes food to complete order

Program Evaluation
• Continuously evaluate sales impact
• Determine policy and procedural changes as needed

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