PROVISIONS TO GO

Field Reference · Approved Items, Galley Search, Recipe Requests & POS Setup

Every PROVISIONS TO GO item directly reflects Phoenix3. If an item is in the case, it has been approved, costed, dietetically reviewed, and labeled correctly. This sheet is the standard for keeping it that way: use only approved items, find them in Galley, and submit a request when you need something that is not there yet.

> ***"Prepared with care. Ready when you are."*** *Only items meeting this standard belong in the case.*

STEP 1

Find what is already approved

Every approved PROVISIONS item lives in **Galley**, tagged to the **PROVISIONS category**. You do not need a separate list; search Galley directly:

1. Open Galley and go to **Recipes**.
2. Click Filter, then Concepts, and select **PROVISIONS** to see all approved items for the program.
3. Confirm the item shows a current **PROVISIONS-## (Galley short code)**, that is, the authoritative recipe, with ingredients, sub-recipes, yield, allergens, and cost.
4. Use the item **exactly as written.** Do not substitute ingredients, packaging, or portion; packaging is part of the recipe.

Only items reviewed through this process carry a **Date Code Genie** label. If an item has no ShortCode or no label, it is not approved for sale.

STEP 2

Need an item that isn't there? Submit it

If a recipe you need is missing, or the version in Galley does not match what your site makes — **do not relabel, rebuild, or improvise**. Submit it through the culinary intake portal so it can be approved the right way:

➜ SUBMIT A MENU / RECIPE REQUEST

Portal link: [forms.office.com — Culinary Intake](forms.office.com) · Bookmark this; it is also posted on the Culinary Hub.

Include with every request:

- Item name and the **daypart/category** (Breakfast, All-Day, Lunch, Desserts, Retail).
- Full **ingredient list and recipe**, including any site-specific changes to an existing item.
- Known **allergens** and intended portion/packaging.
- Your **location and date are needed**.

WHAT HAPPENS NEXT

The approval path — submission to sale

1	2	3	4	5	6
You submit	**Galley build**	**Culinary review**	**Dietetic review**	**Publish & label**	**Approved to run**
Log the recipe or exception in the intake portal.	Elliott Soomre enters it and assigns the R-Code.	Patrick Ford verifies recipe and standards.	Camille Finn confirms nutrition & allergens.	Marketing publishes to Date Code Genie.	Item is in Galley, labeled, cleared.

Owners: Intake portal & new-user access — Elliott Soomre · Culinary review — Patrick Ford · Dietetics — Camille Finn · Labeling / Date Code Genie — Marketing (Wendy Foye). *Every submission is date-stamped at each step, so we can always trace what was sent and when.*

POINT OF SALE

Adding an approved item to GEMpos

Once an item is approved and live in Galley, GEMpos locations can add it to the register and adjust unit-level pricing when local conditions require it. Every GEMpos item must map to its Galley recipe so cost, price, and label stay in sync.

Recipe & pricing must match Galley

Each menu item must have a matching recipe in Galley, and pricing should follow the approved food-cost guidance there. If the item or recipe does not yet exist, work it through the **request process above** before creating it in GEMpos. Where the Galley-suggested price differs from the account's established pricing, the selling price may be adjusted locally in GEMpos; confirm the final price with your manager and the Culinary team first.

Before you create the item, gather:

- Retail name of the item.
- Suggested selling price, if applicable.
- Barcode number for pre-packaged items.
- Screen-set assignment (for example, **Entrées**).
- Confirm the Galley and GEMpos prices match: Date Code Genie pulls its **Provisions To-Go** price from Galley, not from GEMpos.

After the item is created, update the POS so the new item uploads and is available for use.

Training & support

Need help adding an item? Access the Common Cents knowledge base at **support.ccents.com/kb**, or request training through Nathan Rigoli (**nrigoli@phx3.com**). For technical issues, contact **support@ccents.com**.

REFERENCE

Approved categories at a glance

CATEGORY	WHAT BELONGS IN THE CASE
BREAKFAST	Parfaits, overnight oats & chia, breakfast sandwiches, wraps, burritos, breakfast bowls
ALL-DAY	Fruit cups, snack & cheese packs, hummus, crudité, hard-boiled eggs, bean & grain cups
LUNCH	Entrée salads & grain bowls, side salads, deli sides, sandwiches & wraps, soups, protein add-ons
RETAIL F&B	Cheese & charcuterie boards, curated retail food & beverage by location
DESSERTS	Mousse & pudding cups, brownies, scratch cookies (incl. GF & vegan), seasonal indulgences

NON-NEGOTIABLES

Ground rules for the case

- Use-by date no later than 72 hours from production; pull earlier if quality drops.
- FIFO always — older items in front. No exceptions.
- Dressings & sauces packaged separately — never pre-dressed.
- Approved packaging only; substitutions need CCO approval.
- Allergens bolded, accurate & complete on every label.
- Pre-printed brand labels only — no handwritten guest-facing labels.
- At least 40% of offerings are plant-forward or plant-based.
- If it doesn't look appealing through the container, it doesn't go in the case.

QUICK REFERENCE

Maximum hold times

ITEM	MAX HOLD	TEMP
Hot items / breakfast sandwiches	**4 hrs from production**	140°F+ or ≤41°F
Overnight oats / chia / desserts	**72 hours**	≤41°F
Parfaits / yogurt cups	**48 hours**	≤41°F
Snack packs / fruit cups	**48 hours**	≤41°F
Entrée salads — undressed	**48 hours**	≤41°F
Entrée salads — dressed	**24 hours**	≤41°F
Sandwiches / wraps	**48 hours**	≤41°F
Soups	**Same-day service**	140°F+ hot hold
Cookies / bars (wrapped)	**3 days from bake**	Ambient ≤70°F

Hold times run from the time of packaging. When in doubt, pull it. The full standard lives in the PROVISIONS Operations Manual.