

SUMMERWOOD

LEADER'S DIGEST

E8 MARKETING



Big Flavor. Bold Vibes. July 23 Can't Come Soon Enough.

The \$3 Steak Burritos and Crispy Chicken Chipotle Bacon Melt Burrito, available on July 23rd. We will also have a Tajin Taco, Tajin Cheesy Gordita Crunch, and Tajin Pineapple Strawberry Freeze. Expect to attract new guests with this awesome line up. All teams must complete their E8 LZ course by July 23rd.



IT

Taco Bell is requiring all restaurants to upgrade their technology systems. Most restaurants will

receive a new BOH computer, Kiosks, Credit Card machines and Nexeo Pro Headset systems with DT Timer. Some have started to arrive at restaurants. Please remember to notify "IT" when equipment arrives so installation can be scheduled. Also, if you have spreadsheets that you created and want available for future use, please advise the technician before installation so the documents can be saved.

Please remember to return Advance Exchange equipment to HME and Verifone within 30 days.

Please remember to get ticket numbers from Taco Bell, HME, Stratacache when working with them to repair an issue.



Food Safety

HACCP (Hazard Analysis Critical Control Point) identifies conditions during ingredient storage

and preparation that may lead to product contamination or food-borne illness. Each condition is called a "critical control point." Critical control points include equipment temperatures, product temperatures, product packaging, and use-by dates. For example, if the walk-in temperature is above 40° F, ingredients stored in it could become contaminated with bacteria and cause a customer to become ill.

All Team Members are responsible for identifying and monitoring critical control points and for taking corrective actions when necessary.

[HACCP 2026 Plans](#)

Training

Register via Cognito

Shift Classes:

- July 14th and 21st (Conshohocken/BLT, WV)
- August 25th & September 1st (Conshohocken/BLT, WV)

Open House:

- July 18th (Conshohocken/BLT, WV)
- September 12th (Conshohocken/BLT, WV)
- September 16th (Cheswold/DMV)

Acting RGM Class:

- August 20th (in-person)
- October 15th (in-person)

Xformity Class:

- August 4th
- September 1st

Building RGM Capabilities (In-person, two-day class):

- Operations: August 3rd
- People: August 17th (Conshohocken/WV)

BRC Scheduling (Zoom):

- Visit Cognito Site for registration

BRC Courses are available for RGMs and acting RGMs to sharpen their knowledge. [Sign up on Store Forms.](#)

EXCITING NEWS!



From Hard Times to Heart of the Team: Dawveed's Story

Although our business may appear to focus solely on selling tacos, our core strength is rooted in our commitment to fostering a sense of family. Dawveed has been with our team for approximately one year and has made a substantial impact on his colleagues, our guests, and his own family. [Read More](#)

SCAN TO CONNECT TO ALL OF OUR SOCIAL ACCOUNTS!



SUMMERWOOD

LEADER'S DIGEST

Human Resources: Sexual and Other Forms of Unlawful Harassment

Summerwood prohibits harassment of any Summerwood employee, customer, and/or vendor by another Summerwood employee, customer, vendor, or anyone else visiting our restaurants on the basis of any legally protected category, including, but not limited to race (including traits historically associated with race, such as hair texture and protective hairstyles), color, creed, ethnicity, religion (including head coverings), sex, sexual orientation, gender identity or expression, genetic information, ancestry, age, national origin, veteran status, citizenship status, marital status, familial status, pregnancy, childbirth, pregnancy-related conditions including lactation, disability, domestic/sexual violence, or any other legally protected category. **If you feel that you have been subjected to harassment, you should immediately report the matter to your supervisor, Summerwood We Care Hotline or the Human Resources Department at 1-800-760-0950, ext.148.** Allegations of harassment will be promptly investigated. The investigation will be conducted in as confidential a manner as possible, and to the extent it allows Summerwood to conduct a fair and thorough investigation. Violations of this Policy will not be permitted and will result in disciplinary action up to, and including, termination of employment from Summerwood.

The purpose of Summerwood's Policy is to ensure that, in the workplace, no individual, whether an employee or otherwise, experiences any form of harassment including sexual harassment may include a range of subtle or overt behaviors and may involve individuals of the same or opposite gender. While it is not easy to define precisely what sexual harassment is, it includes, but is not limited to:

- Making unwelcome sexual advances or requests for sexual favors or making other verbal or physical conduct of a sexual nature.
- Making submission to, or rejection of, such conduct the basis for employment decisions affecting employment.
- Creating an intimidating, hostile, or offensive working environment which includes bullying and any form of horseplay.
- Unwanted touching, to include by way of example, and without limitation, patting someone on the buttocks; pressing up against or passing too closely to another person; massaging of any kind, or otherwise touching anyone else's body part(s) at any time for any reason in any situation.
- Threatening or insinuating that submission to sexual advances is a condition of employment or continued employment with the Company.
- Engaging in physical gestures of a sexual nature.
- Telling or circulating sexually explicit or suggestive jokes.
- Using sexually degrading words or slurs.
- Displaying sexually suggestive objects or pictures in the workplace, on the Internet or on employee's personal mobile devices.
- Conversations about your sex life.
- Comments about another person's anatomy.
- Leering or staring at another person's private areas.
- Other physical, verbal, or visual conduct of a sexual nature.

Summerwood strongly believes that sexual harassment and all other forms of harassment do not belong in our work environment. We encourage all Summerwood employees to bring to our attention any matter which is contrary to this important Policy. Understand Summerwood does not tolerate retaliation of any sort against those who avail themselves of this Policy or participate in an investigation of a complaint of harassment or discrimination. Any employee who is found because of an investigation to have engaged in any form of harassment in violation of this policy, they will be subject to discipline up to and including termination from employment from Summerwood.

SUMMERWOOD

LEADER'S DIGEST

MAINTENANCE:

Hood Cleaning Update: If your hood cleaner was Blast to the Past before it is now Mid Atlantic Hood and Duct. They will be coming at closing time to do the cleaning while the location is closed.

Protect Your Fryers: Filtration Best Practices Please ensure that you are filtering at **least 80%** when prompted by your fryer. This will help cut down on the emergency fryer calls and keep your store up and running.

Steps per MyTacoBell: Check the oil visibility every morning using the Oil Visibility Tool and ensure the oil is clean and not smoking.

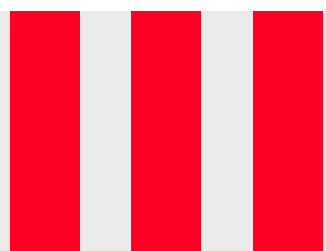
Ensure Oil Filtration Procedures are being followed according to the type of fryer in your restaurant.

Standard Fryer: Filter oil before AM Fry Prep

Auto-Filtration Fryer: Filter oil before and after AM Fry Prep

Note: Some auto-filtration models require a filtration cycle between 6 am -11 am and between 4 pm -9 pm. Be sure to scrub the fry pots and oil sensors when vat is empty during filtering process to remove buildup. Deep Clean your fryer at least once a week by following the manufacture cleaning procedure or by following the process on this video. Ensure you scrub all areas thoroughly to keep sensors and internal equipment clean. Remember to wash, rinse, and sanitize all fryer components such as the crumb tray and the filter pan.

For an extreme clean, use the cold soak procedure quarterly or more often as needed.



COLONEL'S CORNER

TRAINING CERTIFICATION REPORTING FOR KT LOCATIONS

Training completion and progress is now available for KT locations.

As a reminder, KT Food Champion training has been streamlined to align with the operational needs of participating restaurants. Therefore, Food Champions must complete the following Taco Bell courses:

- Ingredients and Equipment
- Oil Management
- Starter and Finisher
- Expeditor
- Food Champion Certification

All other training courses required will continue to be assigned and managed by KFC.

Note: All restaurant Team Members are required to complete their assigned Experience Training. Restaurant leaders should ensure training is completed across the entire team to support operational excellence and consistent guest experience.

LOSS PREVENTION:

Fire Safety Creating awareness and education to reduce fire-related events Customer Incident Reports

Do's

- ✓ Check equipment for frayed cords or loose parts.
- ✓ Turn off equipment before plugging it in.
- ✓ Plug cooking equipment directly into outlets, not extension cords.
- ✓ Use oven mitts and arm guards when working with hot equipment.
- ✓ Turn on exhaust hoods before cooking.
- ✓ Use timers so you don't forget cooking equipment.
- ✓ Extinguish grease fires with the right fire extinguisher.

Don'ts

- ✗ Don't wear loose clothes, they can get caught in equipment.
- ✗ Don't leave cooking equipment unattended.
- ✗ Don't store flammable items near heat or flames.
- ✗ Don't throw water on a grease fire—it makes it worse.
- ✗ Don't use extension cords with cooking equipment, they can cause overheating.