

DOCUMENTATION INDEX · V1.16 (DRAFT)

# MEZZÉ#1

MEDITERRANEAN EATERY & BAR



THE MAP OF THE SUITE

# DOCUMENTATION INDEX

WHAT WE HAVE. WHERE IT LIVES. WHO USES IT.

*Owned by Riad El Khaliabi & Irina Shlyakhova*

FIRST EDITION · 2026 · CONROE · FULSHEAR

## INTRODUCTION

# WHAT THIS IS

*The one-page lookup for every MEZZÉ#1 document.*

This is the printable companion to **MZ-1.3 How This Suite Works**. MZ-1.3 is the long-form governance doc — it explains the architecture, the templates, the versioning policy, the review cadence. This Index is the reference card a manager, server, or owner pulls up when they want to answer one question: **is there a document for this, and where do I find it?**

## HOW TO USE THIS INDEX

- Need to know what exists in the suite? → Page 3 (By Part).
- Need to know what's yours to read? → Page 4 (By Audience).
- Confused about a filename or a version? → Page 5 (Naming & Versioning).
- Need to know where the live copy lives? → Page 5, bottom.

### BRAND NOTE

If you've got a question about MEZZÉ#1 operations and this Index doesn't list a document that answers it, that's an opportunity. Tell the FOH manager. We write fresh.



THE SUITE

# BY PART

The formal MZ-1.3 structure. Seven parts. Twenty operating docs plus training and references.

## PART 1 — BRAND & FOUNDATION

ID	DOCUMENT	STATUS
MZ-1.1	<b>Brand Platform</b>	<b>Live · v1.0 (Draft) · Owners only</b>
MZ-1.2	Visual Identity Guide	Not yet drafted
MZ-1.3	How This Suite Works	Exists (Word doc)
—	<b>Documentation Index (this doc)</b>	<b>Live · v1.6 (Draft)</b>
MZ-1.5	<b>Suite Maintenance Log</b>	<b>Live · v1.0 (Draft)</b>
—	Brand Color & Font Guide	Exists (reference)
—	MEZZÉ#1 Logo (color)	Exists (asset)

## PART 2 — OPERATING STANDARDS

ID	DOCUMENT	STATUS
MZ-2.1	FOH Operations Manual	Exists (Word doc · partial source)
—	<b>FOH Steps of Service PDF</b>	<b>Live (printable companion to MZ-2.1)</b>
MZ-2.2	Bar Operations	Not yet drafted
MZ-2.3	BOH Operations Manual	Partial source
MZ-2.4	Hookah Operations (Conroe)	Not yet drafted — blocks Training-005 ref
—	MEZZÉ#1 Dish Reference	Exists (Word doc · source of truth for menu)
—	Allergen Reference — Pocket	<b>Live · v1.1 (Draft)</b>

ID	DOCUMENT	STATUS
—	Allergen Reference — Wall	Live · v2.0 (Draft)

### PART 3 — MANAGEMENT & AUTHORITY

ID	DOCUMENT	STATUS
MZ-3.1	Management & Authority Playbook	Live · v1.0

### PART 4 — DAILY OPERATIONS

ID	DOCUMENT	STATUS
MZ-4.1	Daily Operations (opening, closing, cleaning)	Partial source — in 7shifts
MZ-4.2	Cash & POS	Not yet drafted
MZ-4.3	Supply & Infrastructure	Not yet drafted

### PART 5 — PEOPLE

The MZ-5 range covers the people side of the business. The first three rows below are **the onboarding stack** — delivered to every new hire as one packet (see also MZ-7.1 Safety PDFs, which are part of the same packet operationally though numbered under Compliance).

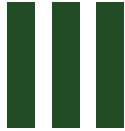
ID	DOCUMENT	STATUS
MZ-5.1	Hiring, Onboarding & Training	Partial source (hiring half still open)
MZ-5.2	Discipline & Offboarding	Substantially covered by Handbook Section 13
MZ-5.3	<b>Employee Handbook (EN + ES)</b> · onboarding	<b>Live · v1.0</b>
MZ-5.4	<b>Legal Agreements (FOH + BOH Employment + Confidentiality)</b> · onboarding	<b>Live · v1.0</b>
MZ-5.5	<b>Welcome Letter (bilingual, packet cover)</b> · onboarding	<b>Live · v1.0</b>

### PART 6 — PROGRAMS

ID	DOCUMENT	STATUS
MZ-6.1	Off-Menu Revenue (catering, events)	Partial source
MZ-6.2	Guest Programs (loyalty, gift cards, celebrations)	Not yet drafted
MZ-6.3	Menu Management	Not yet drafted

## PART 7 — COMPLIANCE & RISK

ID	DOCUMENT	STATUS
MZ-7.1	<b>Safety procedures (FOH + BOH + Dishwasher) · onboarding</b>	<b>Live · v1.0</b>
MZ-7.2	Incidents, Insurance & Claims	Not yet drafted
MZ-7.3	Emergency Procedures	Not yet drafted (Safety PDFs cover per-station emergencies)



THE TRAININGS

# TRAINING & REFERENCES

Training documents are derived from Part 5 (People). References live wherever they're used.

## TRAINING STACK — FOH (FRONT OF HOUSE)

ID	DOCUMENT	AUDIENCE	STATUS
Training-001	FOH Server Training Program	FOH Manager & Owners	Exists (Word doc v2.0)
Training-002	FOH Manager's Daily Cards	FOH Manager / Assistant / Senior Server	Live · v1.5
Training-003	FOH Trainee Printable Pack	FOH Trainee	Live · v1.6
Training-004	FOH Menu Mastery Session Guide	FOH Manager / Assistant / Senior Server	Live · v1.3
Training-005	FOH Bar Mastery Session Guide	FOH Manager / Assistant / Senior Server	Live · v1.4
Training-006	FOH Shift Evaluation Tool	FOH Manager / Assistant	Not yet drafted
Training-007	FOH Steps of Service Session Guide	FOH Manager / Assistant / Senior Server	Live · v1.3
Training-008	FOH Menu Study Pack	FOH Trainee / Senior Server	Live · v1.1

## FUTURE TRAINING TRACKS

Reserved numbering blocks for additional training programs as they are written. Each track gets its own number range so the suite scales cleanly without renaming.

RANGE	TRACK	STATUS
Training-020+	FOH Host	Source material exists (Host_Hostess.docx). Not yet drafted in brand system.
Training-040+	FOH Bartender	Source material exists (Bar recipes from POS). Not yet drafted in brand system.
Training-060+	FOH Manager (manager development)	Not yet scoped.
Training-101+	BOH Line Cook	Not yet scoped.
Training-121+	BOH Manager / Chef	Not yet scoped.

## OPERATIONAL REFERENCES

DOC	AUDIENCE	STATUS
FOH Steps of Service PDF	Trainees (Day 1 reading) + all servers	Live
MEZZÉ#1 Dish Reference	All FOH + chef	Exists (Word doc)
Allergen Reference — Pocket	Servers (carry on shift)	Live · v1.1 (Draft)
Allergen Reference — Wall	Server station / kitchen pass	Live · v2.0 (Draft)

### BRAND NOTE

Live = brand-styled PDF in the canonical location, at the version shown on the cover. Exists (Word doc) = real content, not yet rebuilt in the brand system. Not yet drafted = a slot in the suite plan, nothing written.

# IV

## QUICK LOOKUP

# BY AUDIENCE

Seven audiences. What each role pulls up. Use this column when you're asking 'what do I read?'

MEZZÉ#1 has **seven defined audiences**. Every document in the suite is labeled with the audiences it serves. The Brand Platform (MZ-1.1) is owner-facing only. Operational docs are role-specific. The two BOH audiences are reserved for future docs as the BOH stack is built out.

## 1. OWNER — RIAD & IRINA

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- MZ-1.1 Brand Platform** — the source of identity. Owner-facing only.
- MZ-1.3 How This Suite Works** — governance.
- MZ-1.5 Suite Maintenance Log** — the audit trail. Every version history, dependency, and canonical source rule lives here.
- MZ-3.1 Management & Authority Playbook** — what they delegate and what they hold.
- Every doc, on review. Owners approve every version bump.

## 2. FOH MANAGER

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- Training-002 FOH Manager's Daily Cards** — one card per training day. Run training from it.
- Training-004, 005, 007 FOH Session Guides** — the three afternoon training sessions on Days 2, 3, 4.
- Training-006 FOH Shift Evaluation Tool** (when written) — per-shift card for ongoing servers.
- FOH Steps of Service PDF** — the operational standard.
- MZ-2.1 FOH Operations Manual** — the standard the cards reference.
- MZ-3.1 Management & Authority Playbook** — comp authority, refunds, emergencies, owner notification.
- MZ-5.3 Employee Handbook** — canonical for uniform, conduct, discipline, comp authority.
- MZ-5.4 Legal Agreements** — for the hires you make.
- MZ-7.1 Safety PDFs (FOH)** — the safety reference.
- MZ-2.4 Hookah Operations** (when written, Conroe only) — patio service standard.

## 3. ASSISTANT MANAGER

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- Same reading list as the FOH Manager. The Assistant Manager runs training, evaluates shifts, and covers the manager's role when needed.

- Training-002, 004, 005, 007** — the Assistant can lead any of these sessions.
- FOH Steps of Service PDF, MZ-2.1.**
- MZ-3.1 Management & Authority Playbook** — same authority and reporting expectations as the FOH Manager.
- MZ-5.3 Employee Handbook + MZ-5.4 Legal Agreements + MZ-7.1 Safety PDFs.**

#### 4. SENIOR SERVER

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- A server with **6+ months at MEZZÉ#1** who has mastered the material. This is the locked criteria — confirmed by ownership.
- Can run **Training-004, 005, 007** sessions when designated as the trainer.
- FOH Steps of Service PDF** — the operational standard.
- Training-008 FOH Menu Study Pack** — the same study guide trainees use, kept current.
- Allergen Reference — Pocket** — carried on shift.
- MZ-5.3 Employee Handbook + MZ-7.1 FOH Safety PDF.**

#### 5. FOH TRAINEE (DAYS 1 – 9)

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- MZ-5.5 Welcome Letter** — read before Day 1. Bilingual. Cover of the onboarding packet.
- Training-003 FOH Trainee Printable Pack** — the nine-day workbook. Bring it to every shift with a pen.
- Training-008 FOH Menu Study Pack** — Day 2 night reading. Cover-to-cover study guide for the food menu, with self-quiz.
- FOH Steps of Service PDF** — Day 1 night reading.
- Allergen Reference — Pocket** — Day 4 onward, carried on shift.
- MZ-5.3 Employee Handbook** — read and acknowledged via 7shifts during onboarding.
- MZ-5.4 Employment Agreement + Confidentiality NDA** — signed via 7shifts.
- MZ-7.1 FOH Safety PDF** — read and acknowledged.

#### 6. BOH MANAGER

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- MZ-2.3 BOH Operations Manual** (when written) — the BOH standard.
- MEZZÉ#1 Dish Reference** — source of truth for every dish.
- Allergen Reference — Wall** — mounted at the pass.
- MZ-5.3 Employee Handbook** — canonical for kitchen-side policy.
- MZ-7.1 BOH Safety + Dishwasher Safety PDFs.**
- MZ-3.1 Management & Authority Playbook** (when written) — kitchen-side authority and escalation.
- BOH-side training docs to be written.

## 7. BOH TRAINEE

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- MZ-5.5 Welcome Letter** — read before first shift. Bilingual. Cover of the onboarding packet.
- BOH-side structured training docs to be written. Reserved as an audience for future docs (Training-101 range).
- Allergen Reference — Wall** — mounted reference, also serves new BOH staff.
- MEZZÉ#1 Dish Reference** — source of truth.
- MZ-5.3 Employee Handbook + MZ-5.4 BOH Employment + Confidentiality** — read and acknowledged via 7shifts.
- MZ-7.1 BOH Safety PDF + Dishwasher Safety PDF** if working the dish pit.

## V

## QUICK LOOKUP

# THE ONBOARDING STACK

*The 9 documents every new hire receives. Delivered as one packet through 7shifts.*

These 9 documents are delivered together. They span MZ-5 (People) and MZ-7 (Compliance) in the structural taxonomy, but operationally they are **one packet** — every new hire receives all of them.

## READ IN THIS ORDER

#	DOC	AUDIENCE	NOTES
1	<b>MZ-5.5 Welcome Letter</b> (bilingual EN/ES)	Every new hire	The packet cover. Explains every other doc. Read first.
2	<b>MZ-5.3 Employee Handbook</b> (EN or ES, employee's preferred language)	Every new hire	The canonical employee-facing policy. 14 sections.
3a	<b>MZ-5.4 FOH Employment Agreement</b> (English)	FOH hires only	Signed contract. Pay rates, at-will terms, certifications.
3b	<b>MZ-5.4 BOH Employment Agreement</b> (bilingual)	BOH hires only	Signed contract.
4	<b>MZ-5.4 Confidentiality &amp; NDA Agreement</b> (bilingual)	Every new hire	Signed contract.
5a	<b>MZ-7.1 FOH Safety</b> (English)	FOH hires only	Read and acknowledged.
5b	<b>MZ-7.1 BOH Safety</b> (bilingual)	BOH hires only	Read and acknowledged.
5c	<b>MZ-7.1 Dishwasher Safety</b> (bilingual)	Dishwasher hires only	Read and acknowledged.

## WHERE THEY LIVE

All 9 documents are stored in **7shifts**. Every new hire downloads the app, opens their inbox, reads each doc, and marks it acknowledged. The Welcome Letter walks them through the sequence.

## WHAT'S NOT IN THE PACKET

- Training materials** (Training-002 through 008) — these come after onboarding, during the 9-day training program.
- Operational references** (FOH Steps PDF, Allergen Pocket, MZ-3.1 Management Playbook) — these are role-specific and given during training, not onboarding.
- Mutual Arbitration Agreement** — explicitly excluded per owner decision (no arbitration agreement).
- HR compliance forms** (W-4, I-9, direct deposit, emergency contact) — completed inside the 7shifts profile, not in the MEZZÉ#1 doc suite.

#### WHY THIS VIEW EXISTS

This view groups the 9 docs operationally. The MZ-X.X numbering preserves where each doc lives in the structural taxonomy — Handbook stays MZ-5.3, Safety stays MZ-7.1. But every onboarding manager and every new hire encounters them as one packet, in this order.

## VI

## HOW IT WORKS

## NAMING, VERSIONING, WHERE THINGS LIVE

Three rules. Each one prevents a specific kind of mess.

## RULE 1 — ONE CANONICAL LOCATION

Live versions of every document live in **one place and one place only**. That place is the canonical location. Anywhere else is a copy — copies go stale, copies cause mistakes.

DOCUMENT TYPE	CANONICAL LOCATION
All MZ docs & training PDFs	<b>NEW REORGANIZATION</b> folder
Word source files (MZ-1.3, MZ-2.1, Dish Reference)	NEW REORGANIZATION / sources
Old / superseded versions	NEW REORGANIZATION / archive

## BRAND NOTE

Pin the NEW REORGANIZATION folder to the FOH manager's bookmarks. New hires get a link to that folder in their welcome email, not an attachment of any single doc. The folder name is transitional — when the suite stabilizes (v1.0 Approved across the board) it can be renamed to something cleaner without breaking anything inside.

## RULE 2 — VERSION ON THE COVER, EVERY TIME

Every brand-styled PDF in this suite has the version on the cover (top, small caps) and a version history table at the back. When something changes, the version bumps and the history says what changed.

STAGE	COVER LABEL	MEANING
Draft	v1.0 (Draft)	First pass. Not yet approved by Riad & Irina. Do not run training from it.
Approved	v1.0	Approved by Riad & Irina. This is the operating standard.
Updated	v1.1, v1.2, ...	Small changes. Version history says what.
Major rewrite	v2.0	Substantive restructure. Triggered by an MZ change upstream or owner decision.

STAGE	COVER LABEL	MEANING
Superseded	(retired)	Replaced by a newer version or merged into another doc. Lives in the archive.

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### RULE 3 — FILENAMES ARE LABELS, NOT FACTS

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The filename of a PDF is a stable label — it does not change when the version inside changes. **The version on the cover is the truth.**

- Never** add 'final,' 'FINAL,' 'REAL-final,' or a date to a filename.
  - Never** keep two PDFs of the same doc in the canonical folder. The new version replaces the old. The old goes to archive.
  - If you opened a file and you're not sure it's current, **look at the cover, not the filename.**
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# FM

BACK MATTER

## MAINTENANCE & VERSION HISTORY

*Who owns this Index. When it changes.*

### WHO OWNS THIS INDEX

Riad and Irina own the Index. The FOH manager flags additions or status changes (e.g. a doc moves from Draft to Approved, or a Word doc gets rebuilt as a brand PDF). The Index gets a version bump and an entry in the history below.

### WHEN TO UPDATE THE INDEX

- A new document is added to the suite.
- A document moves from Draft to Approved, or Approved to Superseded.
- A document is renamed or its ID changes.
- The canonical location moves.

### CROSS-REFERENCES

DOCUMENT	RELATIONSHIP
MZ-1.3 How This Suite Works	The long-form governance doc this Index condenses.
Every other document	Listed in the tables above.

### VERSION HISTORY

VERSION	DATE	APPROVED BY	SUMMARY OF CHANGES
v1.15 (Draft)	May 2026	Pending Riad & Irina	<b>Onboarding stack formalized as a unified view.</b> New Section V "The Onboarding Stack" added — lists all 9 onboarding documents in delivery order (MZ-5.5 Welcome Letter, MZ-5.3 Handbook EN/ES, MZ-5.4 three Legal Agreements, MZ-7.1 three Safety PDFs), spanning Parts 5 and 7 of the structural taxonomy. Existing Part 5 and Part 7 entries flagged with "onboarding" so the cross-reference is visible there too. Conventions section renumbered V → VI. Mirrors the parallel restructure in MZ-1.5 v1.4 (Part 4 renamed to "Onboarding," Part 5 Health & Safety merged in).

VERSION	DATE	APPROVED BY	SUMMARY OF CHANGES
v1.14 (Draft)	May 2026	Pending Riad & Irina	<b>Welcome Letter reclassified</b> from Training-010 to <b>MZ-5.5</b> per owner clarification: it's an onboarding document (cover of the new-hire packet), not a training piece. Removed from Training stack table; added to Part 5 People. FOH Trainee and BOH Trainee reading lists updated to reference MZ-5.5. The Training-010 slot is retired.
v1.13 (Draft)	May 2026	Pending Riad & Irina	<b>MZ-3.1 Management &amp; Authority Playbook added.</b> 14 pages, owner-empowerment authority model. Part 3 status changed from "Not yet drafted" to "Live · v1.0." By-Audience reading lists updated (Owner, FOH Manager, Assistant Manager all carry MZ-3.1 now, no longer "when written"). Lighting spec in MZ-1.1 updated (v1.1 → v1.2) — forward-looking 2700K-3000K for new locations.
v1.12 (Draft)	May 2026	Pending Riad & Irina	<b>Onboarding stack formally integrated.</b> Part 5 (People) — MZ-5.3 Employee Handbook (EN + ES) and MZ-5.4 Legal Agreements (FOH Employment + BOH Employment + Confidentiality) marked Live. Part 7 — MZ-7.1 Health & Safety (3 PDFs) marked Live. Training stack — Training-010 Welcome Letter added as Live. By-Audience section updated: every audience now references the relevant onboarding docs they read. Reflects the Canonical Source Rules introduced in MZ-1.5 v1.2.
v1.11 (Draft)	May 2026	Pending Riad & Irina	<b>Round of corrections:</b> (1) <b>Protocol count corrected to 8 (A-H)</b> across Training-002 v1.5, Training-003 v1.6, Training-007 v1.3, and MZ-1.5 v1.1 — removed all "10 Protocols A-J" references. (2) <b>Training-003 Filter 02 (The Pillars) corrected</b> to reference the real brand pillars from MZ-1.1 (Shared Table / Heritage with Modern Hand / Hospitality Is the Love Language / Built to Be Loved for Decades), not the mantra elements. (3) <b>Knafeh → Knafé</b> in Training-005 v1.4. (4) <b>Senior Server criteria locked at 6+ months at MEZZÉ#1</b> — caveat removed.
v1.10 (Draft)	May 2026	Pending Riad & Irina	<b>Audience model formalized to seven canonical audiences:</b> Owner, FOH Manager, Assistant Manager, Senior Server, FOH Trainee, BOH Manager, BOH Trainee. Audience column in the training stack table updated. By-Audience section rewritten with all seven roles. BOH Manager and BOH Trainee reserved as audiences for future docs. Audience-related & double-escape bug fixed in MZ-1.1 and MZ-1.5 ("&" rendering in section titles).
v1.9 (Draft)	May 2026	Pending Riad & Irina	<b>MZ-1.1 Brand Platform added.</b> Source-of-identity document, owner-facing only. Nine sections (founders, audience, personality, promise, pillars, verbal, visual, sensory, application) plus front matter with the Three Filters and closing. Solar Gold excluded from palette per owner direction. Canonical typography Rift Bold + Sofia Pro noted; current build uses Oswald + Inter as open-source substitutes pending font installation. The 10 Hospitality Standards live here as owner-facing principles, with

VERSION	DATE	APPROVED BY	SUMMARY OF CHANGES
			each standard cross-referenced to where it is operationalized in the FOH Steps of Service PDF.
v1.8 (Draft)	May 2026	Pending Riad & Irina	<b>Session timing rewritten across the training stack:</b> all 60-minute sessions (Steps, Menu Mastery, Bar Mastery) move from "before doors / morning" to <b>afternoon between lunch and dinner</b> (3:00 PM). Reflects actual operational reality. Trainer role generalized to FOH manager / assistant / server with 6+ months. Affected: Training-002 (v1.3 → v1.4), Training-003 (v1.4 → v1.5), Training-004 (v1.2 → v1.3), Training-005 (v1.2 → v1.3), Training-007 (v1.1 → v1.2).
v1.7 (Draft)	May 2026	Pending Riad & Irina	<b>Allergen Wall restructured to v2.0</b> — two landscape Letter sheets replacing the 9-page portrait edition. Wall coverage now ~22" across (taped side-by-side). Saves 7 sheets per kitchen wall.
v1.6 (Draft)	May 2026	Pending Riad & Irina	<b>MZ-1.5 Suite Maintenance Log added.</b> Centralizes version histories and dependencies from across the suite. Back-matter pages removed from all operational docs (Training-002 through 008, Allergen Wall). Mezzé and #1 canonical brand answers baked into Training-003 Welcome and Training-008 self-quiz.
v1.5 (Draft)	May 2026	Pending Riad & Irina	<b>FOH prefix added to all training docs</b> in preparation for future BOH stack. Affected: Training-002 through 008. Filenames updated. Index gains a Future Training Tracks section reserving numbering blocks for FOH Host (020+), FOH Bartender (040+), BOH (101+). Source materials for Host and Bartender uploaded and filed to NEW REORGANIZATION / sources.
v1.4 (Draft)	May 2026	Pending Riad & Irina	<b>Training-008 Menu Study Pack added.</b> Trainee study guide derived from the Dish Reference. Day 2 night homework changes from 'read the Dish Reference cover to cover' to 'read the Menu Study Pack.' Training-002 (v1.1 → v1.2) and Training-003 (v1.2 → v1.3) updated accordingly.
v1.3 (Draft)	May 2026	Pending Riad & Irina	Tawook naming standardized to <b>Chicken Tawook</b> across the suite. Affected: Training-005 (v1.0 → v1.1), Allergen Pocket (v1.0 → v1.1), Allergen Wall (v1.0 → v1.1). Training-003 and Training-004 already used Chicken Tawook from v1.1 / v1.2.
v1.2 (Draft)	May 2026	Pending Riad & Irina	Allergen Reference (Pocket and Wall) rebuilt in the brand system. Both move from Pending rebuild to Live.
v1.1 (Draft)	May 2026	Pending Riad & Irina	Canonical location set to NEW REORGANIZATION folder.
v1.0 (Draft)	May 2026	Pending Riad & Irina	First edition. Suite map, audience lookup, naming/versioning rules. Drafted to address the 'too many docs' concern raised May 2026.

