Opening checklist · Kitchen

Every day before service. Initial each task in today's column. Anything you can't complete goes to the head chef straight away.

CODE	ROLE	WHEN	OWNER	VERSION
K-01	Kitchen	Daily, 08:00–10:00	Head chef	1.0 · Nov 2026

BY	TASK · INITIAL TODAY'S COLUMN	M	T	W	T	F	S	S
08:00	Hand-wash station stocked: soap, towels, hot water							
08:05	Fridge and freezer temperatures logged							
08:15	Deliveries checked and put away (FIFO)							
08:30	Prep list printed and split by section							
08:45	Allergen board updated with today's specials							
09:00	Line check with the head chef							
09:10	Sauces and stocks reheated and probed (≥ 75 °C · 165 °F)							
09:20	Labels and dates checked on all prep containers							
09:30	Dish station ready: chemicals, racks, machine on							
09:40	Waste bins empty and lined							
09:50	Specials tasted and signed off							
10:00	Briefing with floor team: specials, 86'd items, allergies							

IF SOMETHING FAILS

Fridge above 5 °C → follow K-05 (temperature log). Hand-wash station not working → no food prep until fixed. Missing delivery item → tell the manager before the briefing.

NOTES AND ISSUES THIS WEEK

WEEK OF

CHECKED BY

HEAD CHEF SIGN-OFF

Receiving deliveries

Make sure everything we accept is safe, correct and stored fast.

CODE	ROLE	WHEN	OWNER	VERSION
K-02	Kitchen	Every delivery	Head chef	1.0 · Nov 2026

STEPS

1. Check the driver's delivery note against your order before you sign.
2. Probe chilled and frozen items. Write the temperature on the note.
3. Check packaging, use-by dates and quality. Reject anything that fails.
4. Put chilled and frozen items away first — within 15 minutes.
5. Label everything with the delivery date and rotate stock (FIFO).
6. Log rejections and price differences for the manager.

TEMPERATURE LIMITS AT THE DOOR

Chilled	≤ 5 °C · 41 °F
Frozen	≤ −18 °C · 0 °F
Dry goods	Dry, sealed, undamaged

REJECT THE ITEM IF

- × Above the temperature limit
- × Damaged or open packaging
- × Past its use-by date
- × Any sign of pests

WHY IT MATTERS

Most food-safety problems start at the back door. Checking takes two minutes per delivery and protects your guests, your stock and your inspection score.

RECORD

Write the temperatures on the delivery note and file it in the delivery folder. Rejections and price differences go in the supplier log for the manager.

TRAINED ON _____ STAFF MEMBER _____ TRAINER _____

Fridge & freezer temperature log · Week 47

Fridges 0–5 °C (32–41 °F) · Freezer −18 °C (0 °F) or colder. Record twice a day. Out of range: move food, re-check in 30 minutes, tell the manager.

DAY	WALK-IN AM	WALK-IN PM	REACH-IN AM	REACH-IN PM	FREEZER AM	FREEZER PM	INITIALS
Mon	3.1	3.8	2.9	4.1	-19.5	-19.0	JM
Tue	3.0	3.6	3.2	4.0	-19.8	-19.2	AR
Wed	2.8	3.9	3.1	4.4	-19.1	-18.7	JM
Thu	3.2	4.0	3.4	7.2	-19.6	-19.0	LP
Fri	3.0	3.7	3.3	4.2	-19.4	-18.9	AR
Sat	3.4	4.2	3.6	4.5	-19.0	-18.6	JM
Sun	3.1	3.8	3.2	4.1	-19.3	-18.8	LP

Thu PM reach-in 7.2 °C → stock moved to the walk-in, re-checked 4.6 °C after 30 min, door seal reported. — LP

Closing checklist · Floor

	TASK	INITIALS
☐	Tables cleared, wiped and reset for tomorrow	
☐	Card terminal closed and report printed	
☐	Cash counted, recorded and stored in the safe	
☐	Fridges behind the bar closed and logged	
☐	Glassware washed and put away	
☐	Floors swept, bins emptied	
☐	Lights, music and AC off	
☐	Doors and windows locked, alarm set	

DATE _____ CLOSED BY _____ MANAGER SIGN-OFF _____