Kitchen Morning Prep Checklist

Date: _____

Time	Prep Item	Initials	✓
08:30	D10 all surfaces, work areas & sink		
08:35	Gather ingredients & preheat ovens		
08:40-09:10	Prepare Cakes		
09:10-09:40	Prepare Brownies		
09:40-10:05	Prepare Scones (Plain)		
	Prepare Scones (Fruit)		
	Prepare Scones (Cheese)		
10:05-10:35	Prepare Quiche FH		
	Prepare Quiche LR		
By 10:00	Shop Lunches Ready		
10:35	Grate Cheese		
10:40	Salad Prep - Onion		
	Salad Prep - Tomato		
	Salad Prep - Cucumber		
	Salad Prep - Pepper		
	Salad Prep - Iceberg		
	Salad Prep - Mushrooms		
	Salad Prep - Carrots		
	Salad Prep - Garnish		
	Salad Prep - Ham		
10:55	Prepare Croutons		
11:00	Lemons & Limes		
11:05	Tuna Mayo		
11:10	Pre-cook Bacon		
	Pre-cook Sausages		
By 11:00	Staff Sandwiches Ready		
11:15	Soup(s)		
11:20	Student Lunches		
11:40	Onion Chutney		
11:45	Specials		
11:50	Label & Date Products		
11:55	Final Clean Down & Restock		

Manager Sign Off: _____ Date: _____

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