

■ Kitchen Control Checklist

Use this checklist to keep control of your kitchen. Tick off tasks daily, weekly, monthly or occasionally. Add date and signature when completed.

| Point | Action | Daily | Weekly | Monthly | Occasional | Date | Signature |
|-------------------------|---|-------|--------|---------|------------|------|-----------|
| 1. Kitchen organization | Prepare full mise-en-place | ■ | | | | | |
| | Check workflows (logical, no cross-contamination) | ■ | ■ | | | | |
| | Evaluate during/after service | | ■ | ■ | | | |
| 2. Dish calculation | Recalculate new menu | | | | ■ | | |
| | Daily special/menu cost calculation | | | | ■ | | |
| | Check supplier price increases | | | ■ | ■ | | |
| 3. Food hygiene | Check recipes & portion control | | ■ | ■ | | | |
| | Check fridge/freezer temperatures | ■ | | | | | |
| | Avoid cross-contamination | ■ | | | | | |
| | Check cooking & serving temperatures | ■ | | | | | |
| 4. Stock management | Apply FIFO | ■ | | | | | |
| | Check expiry dates (THT/TGT) | ■ | ■ | | | | |
| | Review stock & order | | ■ | ■ | | | |
| | Update stock report | | ■ | ■ | | | |
| | Monthly count: value prepared & unprepared items | | | ■ | | | |
| 5. Staff training | Train new staff | | | | ■ | | |
| | Repeat basic food safety rules | | ■ | ■ | | | |
| | Internal training/short test | | | ■ | | | |