

	<b>RESOURCE LIBRARY - KITCHEN</b> <b>Kitchen Management</b>	<i>CODE:</i> 03.15.021
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### **SOUS CHEF IN CHARGE check list**

**Purpose:**

To assist in achieving an efficient and effective kitchen outlets through the provision of quality Service and consistency of food produced.

Every sous chef in charge will need to compile three operational check lists on a regular basis.

The following check lists will be used in the kitchens.

- 1 production planning check list- this is to be compiled on a daily basis
- 2 sous chef in charge operation check list- this to be compiled on a daily basis
- 3 repair, maintenance and cleaning check list-this to be compiled on a weekly basis

#### **Production planning check list**

The production planning check list is used to check all mise en place requirements in the kitchen and avoid shortages or overproduction. There must be a piece of paper on every section, where all kitchen employees can note items low in stock and food requirements for the next few days.

The sous chef in charge will collect this information on a daily basis and based on the reservation and cover forecast, he/she can identify the items which are to be produced the next day. He/she will also order all ingredients according to pre set specifications.

The production planning check list will be used as a check list during operation and as the items are finished they will be deleted. The sous chef in charge will also indicate who is in charge of completing every task thus allowing control measures to be put in place to ensure nothing is forgotten.



**SOUS CHEF IN CHARGE check list**

**Production planning check list**

**Section**.....

**Date**.....

FOOD ITEMS	QUANTITY	BY	OK

**SOUS CHEF IN CHARGE OPERATION CHECK LIST**

The sous chef in charge operation check list will ensure that the kitchen is well maintained and ready for service according to the standards already established.

Each sous chef in charge or he/she junior sous chef will review the kitchen check list on daily basis to ensure that nothing has been forgotten and that the kitchen is ready in time for every meal period. The sous chef in charge operation check list will contain tasks which are to be completed on a daily basis.

Each sous chef in charge must structure his/her operation check list according to his/her particular type of operation.

The standard format must, however, remain the same as per the attached sample.



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**SOUS CHEF IN CHARGE OPERATION CHECK LIST**

<b>TASK</b>	<b>OK</b>	<b>PENDING</b>
<b>ADMINISTRATION</b>		
Check the employees attendance	.....	.....
Check employees grooming	.....	.....
Check work schedule for the next days	.....	.....
Review cover forecast	.....	.....
Follow up on training schedules	.....	.....
Prepare the kitchen briefing	.....	.....
Check pigeon hole for memos	.....	.....
Check reservations in restaurant / Function sheets	.....	.....
Check follow up and prepare maintenance orders	.....	.....
Check status of new menus/prepare	.....	.....
Follow up on pending items?	.....	.....
Check food cost and other expenses	.....	.....
Follow up on promotions	.....	.....
Recipes up to standard/need new ones?	.....	.....
<b>OPERATION</b>		
Assign additional work for the day	.....	.....
Check overall kitchen cleaning	.....	.....
Check fridge	.....	.....
Control requisitions for quantity	.....	.....
Control quality of products received	.....	.....
Control quantity of food produced	.....	.....
Check all food mise en place for lunch & dinner	.....	.....
Check all china and glass requirements	.....	.....
Taste daily menu or buffet items	.....	.....
Check daily function	.....	.....
Presentation of food for buffet up to standard?	.....	.....
Check next day functions	.....	.....
Prepare food production list for the next day	.....	.....
Prepare quantity requirement for next day	.....	.....
Prepare requisitions for the next day	.....	.....
Assign work for the next day	.....	.....
Display in restaurant attractive	.....	.....
Check mise en place is done	.....	.....
Check staffs salad are done	.....	.....
Leave notes in log book for next shift	.....	.....