14. Daily Kitchen Manager Checklist

Companion tool for Chapter 11

What it is for

One sheet per day for whoever runs the kitchen: opening, prep, service and closing checks, with accountability for every f

How to use it

1. Print one per day, or fill it in on screen.
2. Record values (temperatures, quantities, dates) wherever there is one, not just checkmarks.
3. Mark each line Y or N. Every N needs an action and initials.
4. The manager reviews and signs before service and again at close.

Good to know

- Blue cells are inputs. White cells with formulas calculate for you; do not type over them.
- Rows shaded yellow and starting with EXAMPLE are sample data to show how the tool works. Unless a row says otherwi illustrative, not from a real restaurant. Delete or overwrite them before you use the tool.
- Temperature checks must use proper equipment and meet the food safety requirements that apply to you.
- Keep the list short enough to do honestly, and change it when it stops catching problems.

Know Your Numbers: The ALLFIRE Methods by Jonathan M. Whichard. Free companion tool from getallfire.com/book. No purchase required.

Date: Manager on duty: Reviewed by:

Section	Check	Value or reading	OK (Y/N)	Initials	Action taken if N	Action initials
Opening	Walk-in temperature (record reading)					
Opening	Reach-in temperatures (record readings)					
Opening	Freezer temperature (record reading)					
Opening	Equipment working (fryers, ovens, grill, dish)					
Opening	Sanitation set up (buckets, sinks, sanitizer strength)					
Opening	Product quality and dating checked					
Opening	Stations organized					
Prep	Checked what exists before making more					
Prep	Prep plan set from forecast (Prep Production Planner)					
Prep	Critical prep complete before service					
Prep	Everything labeled, dated and rotated					
Prep	Portion availability matches expected covers					
Service	Product levels watched; potential 86s flagged early					
Service	Ticket times acceptable					
Service	Plate quality and portions checked					
Service	Every 86 recorded in the 86 & Stockout Tracker					
Closing	Kitchen cleaned					
Closing	Equipment secured					
Closing	Product cooled and stored properly					
Closing	Waste logged					
Closing	Critical shortages communicated to opener and whoever orders					

Failed lines today 0
Failed lines without an action 0