### **Kitchen Run Sheet**

#### **Event Name:**

Daily Kitchen Operations

#### **Date:**

*(e.g., January 13, 2025)*

#### **Prepared By:**

*(e.g., [Head Chef])*

### **Run Sheet Details**

| **Time** | **Duration** | **Task/Activity** | **Responsibility** | **Notes** |
| --- | --- | --- | --- | --- |
| 06:00 AM | 30 min | Inventory check | Head Chef/Staff | Check supplies for the day. |
| 06:30 AM | 1 hr | Prep ingredients | Kitchen Assistants | Wash, cut, and organize produce. |
| 07:30 AM | 2 hrs | Breakfast preparation | Kitchen Team | Prepare and serve breakfast. |
| 09:30 AM | 1 hr | Cleaning and reset | Cleaning Team | Sanitize surfaces and equipment. |
| 10:30 AM | 3 hrs | Lunch preparation | Kitchen Team | Focus on lunch menu. |
| 01:30 PM | 30 min | Staff lunch break | All Staff | Break rotation. |
| 02:00 PM | 3 hrs | Dinner preparation | Kitchen Team | Start preparing dinner service. |
| 05:00 PM | 1 hr | Evening cleaning | Cleaning Team | Final kitchen cleaning and close. |

### **Key Notes**

* **Special Requests**: Highlight dietary preferences or allergies.
* **Maintenance**: Report equipment issues promptly.