

# 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.