

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.