INSTRUCTIONS FOR USE:

1. Review, populate, and edit the necessary fields below using your kitchen's station set-up information
2. Evaluate each station in your service kitchen's operations and fill in the checklist accordingly
3. Remove the highlighted portion
4. Print hard copies to share with employees, or share a "Viewer" copy via Google Docs

[COMPANY LOGO]

Station Set-Up Checklist

Date:_____

General Station Set-Up	
Task	**Initials**
ex. Set up 1 folded damp towel and 1 folded dry towel on each end of the station cutting board	
ex. Set up a box of rubber gloves beneath the station window	
+	
Dry Storage	
Task	**Initials**
ex. Sushi Rice / 1 Cup Scoop	
ex. Red Chili Flakes	
ex. Soy Reduction (Squeeze Bottle)	
Cooling Unit (Top Pan Section)	

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Task	Initials
ex. Spicy Salmon Poke / 40 g scoop	
+	

Cooling Unit (Cooler Doors)	
Task	**Initials**
ex. Pickled Ginger	
ex. Avocado (Whole, Unpeeled)	
+	
Supervisor has approved of station set-up	Supervisor Initials:

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