[COMPANY LOGO]

Daily Production Planning

Last Updated: 22/01/2024

Employee Responsible: Kitchen Supervisors

Purpose:

To outline the daily steps that the kitchen supervisor must take to create production plans/recipe preparation schedules for the kitchen employees.

Review Procedure:

This procedure document should be reviewed (and updated if necessary) by the **Regional Supervisor** at least **Once Every 2 Months** or immediately after any physical operational procedure steps have been changed at any point.

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Procedure Outline

1. **Review Menu Requirements:**
    a. Carefully examine the menu items and their respective recipes to understand the ingredients, preparation methods, and cooking times.
2. **Categorize Production Tasks:**
    a. Divide tasks into categories such as chopping, marinating, cooking, baking, and assembling. Group similar tasks together to streamline the production process.
3. **Determine Production Schedule:**
    a. Establish a timeline for each production task based on the menu's complexity, demand during service hours, and the time required for preparation.
    b. Clearly define responsibilities for each team member, considering their skills and expertise. Assign tasks based on workload distribution and individual strengths.
    c. Clearly write out all items for each staff member on the Daily Production Plan Sheet.
4. **Prioritize Time-Sensitive Items:**
    a. Identify items that require immediate preparation. Prioritize their production to ensure freshness and timely delivery.
5. **Allocate Workstations:**
    a. Assign specific workstations for different tasks, ensuring that each station has the necessary equipment and ingredients. Optimize the kitchen layout for efficiency.
6. **Establish Quality Control Procedures:**
    a. Implement checks at various stages to maintain quality standards. Assign a team member to oversee

the consistency of each dish and adherence to recipe specifications.

7. **Consider Kitchen Traffic Flow:**
    a. Account for the flow of kitchen traffic to avoid congestion. Ensure that team members can move efficiently between workstations without hindering each other's progress.
8. **Plan for Contingencies:**
    a. Anticipate potential challenges or delays in production. Have contingency plans in place to address unexpected issues, such as equipment malfunctions or ingredient shortages.
9. **Schedule Breaks:**
    a. Plan breaks for kitchen staff to maintain energy levels and prevent burnout. Ensure that breaks are staggered to maintain continuous production coverage.

Monitoring

The kitchen supervisor will closely manage all items being produced each day to ensure they are being prepared as instructed.

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SIGNATURES

Signatures from employees and management to confirm that they have read and understand procedures.

Staff Member Name	Signature	Date

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