[COMPANY LOGO]

Branch Kitchen Order Review/Preparation Procedure

Last Updated: 22/01/2024

Employee Responsible: Center Kitchen Supervisor

Purpose:

To ensure that the service kitchen is receiving the correct items and item quantity as outlined on the commissary kitchen item order sheet.

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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.

Procedure Outline

1. Order Reviewing + Assigning Prep Lists
2. Preparation, Organization, and Storage of Prepared Products
3. Sending the Order to the Satellite Kitchen
4. Deplete Inventory in IMS Software

1. Order Reviewing + Assigning Prep Lists

Purpose: To ensure that the commissary supervisor and prep cooks are familiar with the received order and ready to prepare all ordered items

When: The reviewing process will occur at the beginning of every morning, once all supervisor opening tasks have been completed.

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Procedure:

1. Open the order list that the satellite kitchen manager has sent you via [Communication Platform]
2. Log into the inventory management system software on the kitchen office computer using your username and password
3. Review the order list and call the service kitchen supervisor if any ordered items may not be fulfilled or if you are uncertain of specific items

4. After reviewing on the software which ordered items are in stock and which need to be prepped, begin dividing the items and the quantities of the items which need to be prepped by each cook for the day on the hard copy prep list
5. Review the prep lists to ensure that all items which are not currently in stock, will be prepared by the cooks today in order to fulfill the upcoming satellite kitchen order
6. Before finalizing and handing the prep lists off to the cooks, review the inventory items which you are not certain of by physically counting and checking the on-hand inventory items in the kitchen (The software may include errors)
7. After reviewing the uncertain on-hand inventory items and adjusting/approving the prep lists, distribute the prep lists to the designated prep cooks in the kitchen
8. Ensure all opening and preparation tasks are distributed evenly, fairly, and realistically (Do not assign more difficult tasks to newly hired cooks)
9. Ensure the prep lists have been review, prepared, and distributed to the cooks by 3:15 AM maximum

2. Preparation, Organization, and Storage of Prepared Product Orders:

Purpose: To ensure that all items are prepared and stored properly prior to delivering the service kitchen order.

Procedure:

1. The prep cooks will complete their prep lists prior to the end of the scheduled work day
2. Each item that is completed by the prep cook will be stored in the appropriate satellite delivery container labeled with the kitchen location name which it will be delivered to

3. All cooler items will be organized together on the designated cooler storage shelving unit
4. All freezer items will be organized together on the designated freezer storage shelving unit
5. All dry storage items will be organized together on the designated dry storage shelving unit

3. Sending the Order to the Satellite Kitchen

Purpose: To ensure that all items are reaching the satellite kitchen successfully on a daily basis.

Procedure:

1. As soon as the delivery driver arrives to the kitchen to pick up the order, the supervisor + 1 prep cook will begin organizing each kitchen's order on a bus cart to be taken to the delivery van
2. Once the items have been placed onto the bus cart (divided by kitchen), the supervisor will use the kitchen order sheet as a checklist to count and ensure that each item has been placed onto the correct bus cart in the correct quantity requested
3. The supervisor will then roll the bus cart to the van and carefully load the items into the van's storage section with the help of a kitchen cook
4. Once all items have been organized and stored onto the delivery van, the delivery driver will begin driving the items to the satellite kitchen
5. One the delivery driver has arrived to the satellite kitchen, the satellite kitchen supervisor will follow the "Order Receival" procedure to ensure all items are being received properly

4. Deplete Inventory in IMS Software:

Purpose: To ensure that all inventory items which have been sent to the satellite kitchens from the commissary kitchen are properly recorded and transferred within the inventory management system

Procedure:

1. [Input your IMS inventory transfer procedure here]

Monitoring

This entire procedure will be monitored by the regional supervisor on a monthly basis to ensure that the commissary supervisor is following the documented procedures as outlined on the sheet. Satellite kitchen supervisors will be asked to report any inconsistencies or errors on behalf of the commissary supervisor in regards to the inventory ordering process.

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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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