# [COMPANY LOGO]

# Pre-Service Station Check

**Last Updated:** 22/01/2024

**Employee Responsible:** Kitchen Supervisor

## Purpose:

To outline the steps of successfully checking and approving that each kitchen workstation is fully prepared for the upcoming food service according to the set checklists.

## 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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**When:** Perform the station check for all stations 45 minutes prior to the start of service hours each day.

**Stations to Check:**

- Expeditor Station
- Hot Line Station
- Dishwashing Station
- **+**

# Procedure

1. Locate the "Pre-Service Station Checklist"
2. Use a dry erase marker to write the name of the station you are checking as well as the date
3. Inspect each task and initial the task description on the checklist once you have approved the task for service
4. Print a test receipt from the KDS/POS screen on each station to ensure hardware is working properly
5. Once you have approved all items on the checklist, inform the station employee that their station has been approved
6. If laminated/hard copy, wipe off the checklist using a damp sanitized kitchen rag
7. Repeat steps 2-6 for all stations listed above

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# Monitoring

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| The regional supervisor will ensure that the kitchen supervisor is following the pre-service station check properly by observing a complete food service operation at the designated kitchen at least once per month. |

# SIGNATURES

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

| Staff Member Name | Signature | Date |
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