[COMPANY LOGO]

Station Set-Up & Breakdown

Last Updated: 22/01/2024

Employee Responsible: Kitchen Cooks

Purpose:

To outline the steps in properly setting up and breaking down the main food service stations before and after food service hours on a daily basis.

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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Station Set-Up Procedure

1. Locate the "Station Set-Up Checklist" for the designated station
2. Complete each task outlined under the "Task" column exactly as documented
3. Once a task has been properly completed, sign your initials under the "Initials" column
4. Continue steps 3-4 for all of the steps which are outlined on the station set-up checklist
5. Once all tasks have been completed, ask the kitchen supervisor to review the station to ensure all tasks have been completed correctly, and that the station is properly set up/fit for the upcoming food service
6. The supervisor will review the entire checklist to ensure all tasks on the checklist have been completed properly, and will sign his/her initials at the bottom of the checklist once the station set-up process has been approved
7. Once the station has been approved by the supervisor, the employee will be permitted to leave for the day (Employees may not leave until the supervisor has initialed the bottom of the checklist)

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Station Break-Down Procedure

1. Once the final order of the day has been sent out of the kitchen, and the time is passed [Last Order Time], all stations may begin the station break down process
2. Locate the "Station Closing Checklist" for the designated station
3. Complete each task outlined under the "Task" column exactly as documented
4. Once a task has been properly completed, sign your initials under the "Initials" column
5. Continue steps 3-4 for all of the steps which are outlined on the station closing checklist
6. Once all tasks have been completed, ask the kitchen supervisor to review the station to ensure all tasks have been completed correctly, and that the station is properly closed down/cleaned up for the night
7. The supervisor will review the entire checklist to ensure all tasks on the checklist have been completed properly, and will sign his/her initials at the bottom of the checklist once the station break-down process has been approved
8. Once the station has been approved by the supervisor, the employee will be permitted to leave for the day (Employees may not leave until the supervisor has initialed the bottom of the checklist)

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Monitoring

The kitchen supervisor will observe the kitchen cooks during the station set-up and break down process. The kitchen supervisor will inspect each station after the list has been completed by the employee.

SIGNATURES

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

Staff Member Name	Signature	Date

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