Date:_____

Supervisor Opening Checklist	
Task	**Initials**
Unlock all kitchen entrances using the master key	
Turn on all of the kitchen lights	
Unlock the walk-in cooler + walk-in freezer, and turn on the cooler/freezer lights	
Review production plan and check inventory levels on software	
Create a food item preparation list for each cook by filling out the laminated “Preparation List” after reviewing the needed items	
Assign today’s opening/closing checklists to each cook by writing the cook’s name at the top of the designated list	
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