



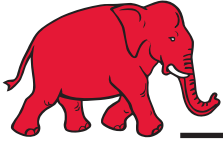
BOH COORDINATOR OPENING CHECKLIST

KITCHEN CHECKLIST

Kitchen Checklist *Directional with MGMT*

Verify with KM

- _____ order book and establish par levels.
- _____ Bread Purveyor and 1st delivery date
- _____ SYSCO delivery date
- _____ Produce purveyor and 1st delivery date
- _____ Fish purveyor and 1st delivery date
- _____ Coffee/tea purveyor and 1st delivery date
- _____ LOCAL smallwares supplier for kitchen and bar.
- _____ Order dishwasher soap and cleaning supplies to be delivered before training begins. SYSCO.
- _____ Verify trash pickup service to begin when construction dumpster is removed. Higher frequency first 2 weeks
- _____ Verify Grease service. Have barrels delivered at least a week before opening.
- _____ Purchase (ECOLAB) enough spray bottles and nozzles. Order MSDS book (ECOLAB) Also make sure MSDS sheets and labels for spray bottles are in restaurant before opening.
- _____ Verify linen delivery and storage
- _____ Locate back up ice company in town
- _____ Purchase disposable cutting gloves WALMART fishing department



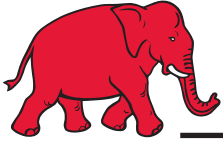
BOH COORDINATOR OPENING CHECKLIST *Cont.*

With GM and AGM

- _____ Discuss staffing.
- _____ Review trainee schedules
- _____ Pre-opening cleanups—trainees or MGMNT availability
- _____ Preliminary Health Inspection should be complete.

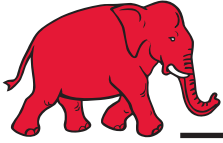
Kitchen Set-up

- _____ Test all equipment in kitchen and bar
(after turned on & calibrated by authorized service co)
 - Boil fryers out two times in the following manner:
 - ✓ with detergent and water
 - ✓ with vinegar and water, then drain and rinse
 - ✓ fill with fresh shortening
 - Bring Fryers up to temp for 1 hr
 - Test range and oven
 - Test cheese melter
 - Test chargrill
 - Test soup and sauce warmers
 - Test coolers and set temps
 - Test dough roller
 - Test shortening filter machine
 - Test mixer
 - Test VCM
 - Test Blender
 - Test slicer
 - Test greens spinner



BOH COORDINATOR OPENING CHECKLIST *Cont.*

- _____ Fill out and mail all warranty cards immediately as received.
- _____ Set up kitchen shelving and labeling when in building.
- _____ Make sure ice machine, walk-in and freezer are operational. Walk-ins should operate for 2-3 days before storing food in them.
- _____ Hang thermometers in walk-in, freezer, all line reach-ins, dry storage, beer/liquor room
- _____ Make sure ice tea and coffee machines were calibrated when installed.
- _____ Post all materials to be displayed in kitchen. Cook-line specs, open/close procedures, par sheets (all laminated w/ magnets)
- _____ Recipe cards laminated and hanging
- _____ Unload and wash smallwares package. Check order in thoroughly & precisely to ensure everything ordered arrived – if not, contact supplier immediately.
- _____ Clean and sanitize all kitchen surfaces to include walls, floors, shelves, equipment, etc.
- _____ Have daily and weekly clean-up schedules available for training.
- _____ All Managers and trainers should be instructed on use of all equipment by respective representative
- _____ Purchase bread knife
- _____ Tool Box List – items to purchase:
Hammer, screwdrivers, nails, screws, wrench, pliers, measuring tape, flame lighters for kitchen equipment, 2 plungers, step stool,



BOH COORDINATOR OPENING CHECKLIST *Cont.*

Supervise training

- _____ Generate Trainer schedule
- _____ Directional with trainers—set high expectations. Motivation. Fun. Professionalism
- _____ Delegate Trainer pre-opening duties
- _____ Review training outlines and make sure all materials are on hand, i.e. booklets, tests, station checklists, recipe cards.
- _____ Post training and roleplay schedules for trainees
- _____ Make roster of all new employees to be used for taking attendance each day. Include employee numbers

During Training:

- _____ Check attendance for any drop-outs.
- _____ Plan for any additional or “late hire” training.
- _____ Get involved with training: participate, critique trainers, observe trainees, check procedures, check for quality of product.
- _____ At the time of close each evening of training, remind trainees what time to be in on the following day, discuss common problems, prep any necessary item for following day’s training.
- _____ Check ticket times, food quality and cleanliness throughout training.
- _____ Daily directional with MGMNT and training staff