
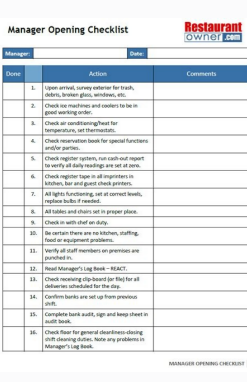


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Daily Checklist



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What To Do	M	T	W	Th	Fr	Sa	Su
Make Bed/Get Dressed							
Eat/Brush Teeth							
Religion/Spiritual Reading							
Math							
Reading							
Writing/Handwriting Practice							
Grammar							
Spelling							
Science/Health							
History/Geography							
Physical Education/Sports							
Art							
Music							
Foreign Language							
Performing Arts							
Computer Skills							
Chess/Strategy Games							
Chores							
Pick Up Things Before Bed							
Pajamas/Brush Teeth/Drink							

NOTES:



Server Sidework Checklist

Week Starting _____

Opening Sidework Functions

	MON	TUE	WED	THU	FRI	SAT	SUN
Station 1 – Wait Station							
Clean & wipe down wait station							
Stock & ice down milk & cream							
Stock sugar & sweetener, coffee, decaf, tea, bottled drinks							
Stock glasses, straws, napkins, coffee cups & saucers							
Cut lemons & limes							
Ice down garnishes							
Brew coffee & tea							
Have back-up beverage canisters and CO2 tanks ready to replace empties							
Server Station 2 – Food To-Go Area							
Stock to-go area with to-go containers, napkins, cups, lids, plastic silverware and to-go bags							
Fold to-go plastic silverware with napkin, salt and pepper packet, tie with rubber band							
Insert to-go menus into to-go bags							
Server Station 3 – Tables							
Take down chairs							
Clean & wipe table tops							
Clean & wipe chairs & booths							
Align & straighten chairs							
Check floor & sweep/mop if necessary							
Station 4 – Table Tops							
Set tables – silverware, glassware, napkin							
Refill salt & pepper							
Clean condiment holders							
Stock sugar, sweetener, ketchup, table sauces							
Fold additional napkins							
Clean & setup centerpieces (flowers / candles)							
Place clean ashtrays on tables in smoking section							

SETUP PAGE

	Buffet Item List	Category	Batch Unit	Batch Unit Cost	# of ounces per batch	Cost per ounce
1	Meatloaf	06_Meat	03_Lb.	\$ 2.25	16	0.141
2	Sesame chicken	08_Poultry	03_Lb.	\$ 2.47	16	0.154
3	Baked fish	11_Seafood	03_Lb.	\$ 3.72	16	0.233
4	Green beans	14_Vegetable	05_Qt.	\$ 1.87	32	0.058
5	Mashed potatoes	13_Starch	05_Qt.	\$ 1.12	32	0.035
6	Salad mix	09_Salad	03_Lb.	\$ 2.42	16	0.151
7	Macaroni salad	09_Salad	01_Gal.	\$ 8.00	128	0.063
8	Fried rice	13_Starch	01_Gal.	\$ 2.77	128	0.022
9	Pasta	13_Starch	03_Lb.	\$ 0.87	16	0.054
10	Vegetable soup	12_Soup	01_Gal.	\$ 7.00	128	0.055
11	Marinara sauce	10_Sauce	01_Gal.	\$ 8.25	128	0.064
12	Alfredo sauce	10_Sauce	01_Gal.	\$ 9.00	128	0.070
13	BBQ ribs	06_Meat	03_Lb.	\$ 4.55	16	0.284
14	Banana pudding	03_Dessert	05_Qt.	\$ 0.89	32	0.028
15	Ice cream	03_Dessert	01_Gal.	\$ 2.80	128	0.022
16	Cookies	03_Dessert	04_Oz.	\$ 0.04	1	0.040
17	Pickles	02_Condiment	04_Oz.	\$ 0.01	1	0.010
18	French Dressing	02_Condiment	05_Qt.	\$ 0.68	32	0.021
19	Sliced pineapple	04_Fruit	03_Lb.	\$ 2.50	16	0.156
20	Fruit salad	09_Salad	03_Lb.	\$ 1.56	16	0.098
21	Buttered carrots	14_Vegetable	05_Qt.	\$ 1.25	32	0.039
22	Carrot cake	03_Dessert	03_Lb.	\$ 1.19	16	0.074
23	Rolls	01_Bread	04_Oz.	\$ 0.01	1	0.010
24	Chicken soup	12_Soup	05_Qt.	\$ 1.05	32	0.033
25	Pinto beans	14_Vegetable	05_Qt.	\$ 1.29	32	0.040
26	Vegetable soup	12_Soup	05_Qt.	\$ 0.88	32	0.028
27	Rice casserole	13_Starch	05_Qt.	\$ 0.79	32	0.025
28	16" Pepperoni pizza	07_Pizza	03_Lb.	\$ 0.60	16	0.038
29	16" Specialty pizza	07_Pizza	03_Lb.	\$ 0.99	16	0.062
30	Breadsticks	01_Bread	06_1/2 pan	\$ 1.00	64	0.016
31	BBQ sauce	10_Sauce	05_Qt.	\$ 1.05	32	0.033
32	Corn	14_Vegetable	05_Qt.	\$ 1.29	32	0.040
33	Fried fish	11_Seafood	03_Lb.	\$ 1.89	16	0.118
34	Sausage links	06_Meat	03_Lb.	\$ 1.69	16	0.106
35	Red beans & rice	13_Starch	03_Lb.	\$ 0.96	16	0.060
36	16" Loaded pizza	07_Pizza	03_Lb.	\$ 2.20	16	0.138
37	16" cheese pizza	07_Pizza	03_Lb.	\$ 1.02	16	0.064
38	16" sausage pizza	07_Pizza	03_Lb.	\$ 1.03	16	0.064
39	<add item>					-
40	<add item>					-
41	<add item>					-
42	<add item>					-

TABLE CHECKLIST FOR KITCHEN INSPECTIONS

Use this checklist to evaluate the kitchen's compliance with the applicable regulatory code. The inspector should check the items and indicate the date of the inspection. The inspector should also indicate the name of the inspector and the name of the person who was inspected.

No.	Item	Compliance	Date
1	Handwashing facilities		
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39	Handwashing facilities		
40	Handwashing facilities		
41	Handwashing facilities		
42	Handwashing facilities		

Checklist for new kitchen. Kitchen checklist format. Checklist in kitchen. Kitchen checklist template. Checklist format.

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