

Kitchen prep sheet

Set the par. Count what is usable. Prep the gap.

SERVICE

DATE

STATION

PREPARED BY

To prep = max(0, par - on hand). Use the same unit for all three quantities.

Use one sheet per station and service. Write the cut, portion size or finish beside each item. Set pars from your expected service, then count usable stock before calculating the gap. Tick each job when it is finished and record who checked the station.

ITEM / CUT OR SPEC	UNIT	PAR	ON HAND	TO PREP	STATION	PRIORITY	DONE / INITIALS	NOTES
							☐ _____	
							☐ _____	
							☐ _____	
							☐ _____	
							☐ _____	
							☐ _____	
							☐ _____	
							☐ _____	
							☐ _____	
							☐ _____	

Worked example

These quantities illustrate the calculation; they are not recommended pars. Set your own figures for the service you are preparing.

SERVICE
Example

DATE

STATION
Several sections

PREPARED BY

To prep = max(0, par - on hand). Use the same unit for all three quantities.

ITEM / CUT OR SPEC	UNIT	PAR	ON HAND	TO PREP	STATION	PRIORITY	DONE / INITIALS	NOTES
Chopped shallots	kg	2	0.6	1.4	Larder	High	☐ _____	Fine 2mm dice - for the sauce and dressings
Chicken stock	L	10	4	6	Sauce	High	☐ _____	Roast the bones first, skim well, no salt
Portioned salmon	portions	24	9	15	Fish	High	☐ _____	170g each, pin-boned, skin on, tray up
Picked parsley	g	300	120	180	Larder	Medium	☐ _____	Leaves only, spun dry, damp cloth on top
Sliced brioche	slices	60	60	0	Pastry	Low	☐ _____	1.5cm - at par, nothing to do today

ABOVE PAR

If the par is 2 kg and usable stock is 2.4 kg, write 0 kg to prep.