CATERWOO / FREE OPERATING TOOL

Kitchen prep checklist

Move from confirmed order to packed handoff without missed details.

PRINT + USE

1 Order facts

ORDER / CUSTOMER _____

READY TIME _____

GUESTS _____

2 Prep timeline

- [ ] Print or review the confirmed order — ~~OWNER / TIME~~
- [ ] Verify quantities and portion sizes — ~~OWNER / TIME~~
- [ ] Flag allergens and dietary requirements — ~~OWNER / TIME~~
- [ ] Assign prep owners and stations — ~~OWNER / TIME~~
- [ ] Set cook, cool and hold times — ~~OWNER / TIME~~
- [ ] Confirm packaging and labels — ~~OWNER / TIME~~

3 Packing check

- [ ] Every item counted
- [ ] Sauces and dressings packed
- [ ] Labels face outward
- [ ] Hot and cold items separated
- [ ] Serving utensils included
- [ ] Receipt / invoice included

4 Release

CHECKED BY _____

RELEASED AT _____

HANDOFF TO _____