



Standard Operating Procedure (SOP)

Title: Kitchen – Opening Checklist
Version: 1
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1. Pre-Opening Preparation

- **Arrival:**
 - Staff should arrive at least 1 hour before the kitchen opens to allow adequate time for all tasks.
 - Ensure you are wearing the correct uniform, including a clean apron and chef's hat/hairnet.
- **Personal Hygiene:**
 - Wash hands thoroughly with soap and warm water.
 - Ensure nails are trimmed, and no jewellery is worn.
 - Check that you are following all personal hygiene standards, including wearing gloves when appropriate.

2. Kitchen Inspection

- **Equipment Check:**
 - Inspect all kitchen equipment (e.g. ovens, stoves, grills, fryers, mixers, blenders) to ensure they are in proper working order.
 - Check the temperature of refrigerators, freezers, and cold storage to ensure they are within safe ranges (Refrigerators: 1-4°C/34-40°F, Freezers: -18°C/0°F or lower).
 - Ensure that the exhaust hoods, fans, and fire suppression systems are functioning correctly.
- **Surface and Utensil Sanitization:**
 - Wipe down all countertops, cutting boards, and prep tables with a food-safe sanitiser.
 - Sanitise all cooking utensils, knives, pots, pans, and other kitchen tools before use.
 - Check that all small wares (e.g. spoons, ladles, tongs) are clean and properly stored.
- **Safety Inspection:**
 - Ensure that all fire extinguishers are accessible and in good working condition.
 - Verify that all exits and pathways are clear of obstructions.
 - Confirm that first aid kits are fully stocked and easily accessible.

3. Ingredient Preparation

- **Inventory Check:**



- Review the inventory list to ensure that all necessary ingredients are available and in good condition.
- Check for any items that are low in stock or nearing expiration and notify the kitchen manager for reordering.
- **Food Storage:**
 - Ensure that all ingredients are stored correctly according to food safety guidelines (e.g. raw meats below ready-to-eat foods).
 - Label and date all pre-prepped ingredients, ensuring proper rotation (First-In, First-Out method).
- **Thawing Frozen Items:**
 - Begin thawing any frozen items needed for the day using approved methods (e.g. in the refrigerator, under running cold water).
 - Do not leave frozen items out at room temperature.

4. Station Setup

- **Line Setup:**
 - Set up each station according to the menu and the day's expected volume of orders (e.g. sauté, grill, fryer, cold prep).
 - Ensure that all necessary tools, utensils, and equipment are at each station.
 - Prepare mise en place (e.g., chopped vegetables, portioned proteins) and arrange it for easy access.
- **Condiment and Garnish Preparation:**
 - Prepare and refill all condiments, sauces, and garnishes.
 - Store them at the correct temperature and label with the preparation date.

5. Cleaning and Waste Management

- **Trash Disposal:**
 - Empty all waste bins from the previous day and replace them with clean liners.
 - Ensure that recycling and compost bins are appropriately placed and labelled.
- **Floor Cleaning:**
 - Sweep and mop the kitchen floor, focusing on corners and under equipment.
 - Ensure that any spills are cleaned up immediately to prevent accidents.
- **Grease Trap and Filters:**
 - Check and clean grease traps and ventilation filters to prevent clogs and ensure proper airflow.
 - Log the cleaning in the maintenance records.

6. Final Checks and Documentation

- **Communication:**



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- Hold a brief meeting with kitchen staff to review the day's menu, special items, and any other important information.
- Confirm that all staff members understand their tasks and responsibilities for the day.
- **Opening Checklist Completion:**
 - Review the entire checklist to ensure all tasks are completed.
 - The kitchen manager or head chef should sign off on the checklist.
 - Document any issues or equipment malfunctions and report them to maintenance or management for resolution.
- **Final Walkthrough:**
 - Perform a final walkthrough of the kitchen to ensure it is clean, organised, and ready for service.
 - Turn on all necessary equipment (e.g. ovens, grills) to preheat before service.