

Kitchen Audit Proposal

Audit Objective:

To report on the current operation to enable improvements across all areas including, food safety systems, work flow, equipment efficiency, menus, staff and leadership.

Audit Method:

To observe the operation at peak trading sessions over 3 days, including preparation, storage and service of food, one to one discussions with leadership and line staff, customer reactions and plate return re menu items, purchasing and product selection, equipment inventory and service history, serving ware. Projected observation period of 20 hours and further hours reporting.

Audit Report:

Prepare an overview of the operation as observed

Outline of each area of operation from delivery to service

Purchasing and product selection

Storage

Preparation

Service

Leadership of key staff

Line staff

Menu suitability


Equipment condition

Serving ware

Make recommendations to improve all of the above areas re efficiency, food safety, staff engagement and customer satisfaction in a comprehensive and clear report.

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