

Kitchen Management 101

6 Essential Kitchen Management Systems



Welcome!
Today's event will be starting shortly.

1

Your Hosts



Jim Laube



**Chef Omar
Pereney**



Joe Erickson

RestaurantOwner.com

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Omar Pereney



Chef Omar Pereney is the Principal and founder at Culinary Matters Consulting Agency in Houston, Texas, Omar provides concept development & design, culinary direction and kitchen management consulting for new and established operations.

RestaurantOwner.com

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Webinar Format



- Interactive format
- Access to participant comments & questions
- This webinar is being recorded
- Links to resources will be included on the recorded webinar page

Kitchen Management 101

RO **RestaurantOwner**
LEARNING SYSTEM

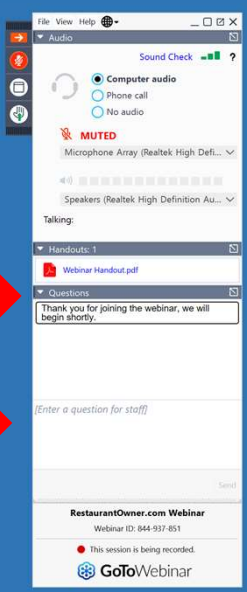
4

Questions & Comments

Show/Hide Control Panel

Questions Tab

Type your Questions / Comments



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Kitchen Management

Chef (Creative)



- Formal culinary training
- Creates menus and recipes
- Restaurant's identity
- **Kitchen management**

Kitchen Manager (Technician)



- Food purchasing
- Food production
- Food and labor cost
- Clean/safe kitchen

6

Kitchen Management






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Kitchen Manager

Accountable for:

- Cost control –profitability
- Guest experience - consistency, quality and timeliness
- Safe and sanitary kitchen
- Consistency and predictability



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Kitchen Management

Accountability

Guest Experience
Profitability
Health & Safety

Consistency and predictability can only be achieved by implementing repeatable and trainable systems

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Menu Production

Recipe Management

Inventory Control

Checklists

Purchasing and Receiving

Daily Prep

Guest Experience
Profitability
Health & Safety

**6 Essential
Kitchen Systems**

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Purchasing & Receiving System

- Keeping enough product in stock
- Tracking price changes
- Preventing shortages and theft
- Setting pars
- Reduce waste and spoilage
- Reduce excess inventory
- Product rotation



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Purchasing & Receiving

Tools/Forms

- Order Guide
- Purchase Orders
- Product Specifications
- Prime Vendor Agreement
- Receiving Policy

Dept: PRODUCE				Blue Fish Grill														Month: May								
Item	PUR U/M	SUPPLIER PRICE	CNT U/M	PAR	DATE	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
					Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Romaine lettuce-24ct.	CS	\$ 19.55	1	2	BEG	2	0	1	1	0	1	1	1	0	1	0	2									
					PAR	-	1	1	4	3	1	1	2	1	4	2										
					OUT																					
Yellow onions-50lb sack	SACK	\$ 14.80	1	0.5	BEG	0	0	1	1	0	0	4	1	9	0	0	0	3	1	7	0	4	0	2	0	0
					PAR	-	1	-	2	-	-	-	1	-	2	-										
					OUT																					
Carrots-25lb sack	CS	\$ 6.80	1	2	BEG	0	0	1	1	0	0	4	1	9	0	0	0	0	3	1	7	0	4	0	2	0
					PAR	-	1	-	2	-	-	-	1	-	2	-										
					OUT																					
Garlic, peeled-4/5lb jars	CS	\$ 22.50	4	1	BEG	2																				
					PAR	-																				
					OUT																					
Celery-24ct	CS	\$ 24.56	1	1	BEG	0	0	1	1	0	1	1	9	0	0	2	0	7	1	1	0	7	1	4	0	0
					PAR	1	1	-	1	1	1	1	1	1	-	1	-	2	1			1	1	-	-	2
					OUT																					
Idaho potatoes-60ct box	BTL	\$ 17.00	1	3	BEG	2	1	2	3	1	2			1	1	2	1	2	2			2	1	2	3	1
					PAR	-	1	-	4	3	2	2	1	2	3	3						1	2	1	-	4
					OUT																					
Lemons-115ct box	CS	\$ 23.00	1	2	BEG	1	3	2	0	5	1	0	1	7	0	1	1	0	1	3	2	0	1	3	2	0
					PAR	1	-	2	1	2	1	1	1	1	1	1	-	1	2	1	2	1	2	1	-	1
					OUT																					
Mushroom-Med BTN 10# box	CS	\$ 15.25	1	3	BEG	2	0	1	1	0	1			1	1	0	1	0	2			0	1	0	2	1
					PAR	-	2	1	1	4	3			1	1	2	1	4	2			2	1	2	-	3
					OUT																					
Tomatoes-5 X 6 CS	CS	\$ 28.50	1	3	BEG	0	2	3	3	0	2	0			1	3	0	0	1	0	1	2	0	0	0	0
					PAR	2	1	-	2	3	3	2	1	1	-	4	3					1	2	-	1	3
					OUT																					

Kitchen Management 101



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Restaurant owner.com Home My Bookmarks Resource Library Events Forum Learning System Hi Joe

Start typing to SEARCH over 1000+ resources

SYSTEM
Restaurant Kitchen Management Systems
 Select a system to show a listing of the resources available

- Purchasing and Receiving System Resources
- Daily Prep System Resources
- Menu Production System Resources
- Recipe Management System Resources
- Inventory Control System Resources
- Checklists System Resources

Get your Kitchen Management questions answered in the members discussion forum.

LIVE WEBINAR
 September 22, 2021 | 3pm CT

WEBINAR/PODCAST
 Kitchen Management 101: 6 Essential Kitchen Management Systems
 We've identified 6 basic kitchen systems that can have a dramatic impact on your bottom-line and are easy to learn. Moreover, your restaurant can begin using these systems immediately!

www.restaurantowner.com/public/Restaurant-Kitchen-Management-Systems.cfm

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Purchase and Receiving System Resources

Restaurant Kitchen Management Systems
 Select a system to show a listing of the resources available

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ARTICLE
How to Avoid Running Out of Product With an Effective Order Guide
 An effective ordering system has added benefits that go beyond the simple goal of maintaining sufficient product to serve your guests. Proper ordering procedures also help

DOWNLOAD
Restaurant Order Guide Form
 An effective ordering system has added benefits that go beyond the simple goal of maintaining sufficient product to serve your guests. Proper ordering procedures also help to keep fresh product in stock

SYSTEM
Running Inventory Order Guide
 The Running Inventory Order Guide is a multi-purpose system that serves as both an ordering tool and a perpetual inventory control for every product in your restaurant or bar. It is ideal for tracking key

DOWNLOAD
Purchase Order Form
 Don't get quoted one price and end up a higher price on the invoice. This can & does happen unless you check. Use this form to ensure that all purchases have been ordered and you're being charged the correct, quoted prices.

WEBINAR/PODCAST
Kitchen Management 101: Reduce Work, Theft and Chaos with an Easy to Use Order Guide
 Fast food or fine dining. Mediterranean seafood or Mexican fare. Today's independent restaurants differ vastly in service style and

DOWNLOAD
Restaurant Receiving Checklist
 Receiving is an area where the lethal combination of poor systems, carelessness and greed can add up to big losses in any restaurant. Use this checklist to reveal and correct your weaknesses so you stop

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Daily Prep System

- Having enough product for each shift
- Portion control = cost control
- Shelf life - date labeling
- Waste control
- Recipe consistency
- Food cost consistency
- Sharing of prep duties



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Daily Prep

Tools/Forms

- Prep Count Template
- Production Logs
- Prep Labor Cost Calculator
- Date Labeling - Shelf Life Tracking

Blue Fish Grill		Daily Prep Checklist						
DATE: _____		DAY OF WEEK: _____						
POSITION: <u>Prep Cook 1</u>								
Menu Item / Product	Shelf Life	Container/ Batch Yield	Par Levels			Amount on Hand	Amount to Prep	Comments
			Sun - Wed	Thu - Sat				
Bleu cheese dressing	3 days	8-qt. round	0.50	1.25				
Italian vinaigrette	3 days	4-qt. round	0.50	1.00				
Honey mustard dressing	3 days	8-qt. round	0.75	1.50				
Cocktail sauce	3 days	1/4 pan	1.00	2.00				
Tartar sauce	3 days	1/4 pan	1.00	2.00				
Shredded cheddar	5 days	4-qt. round	0.50	1.00				
Shredded jack cheese	5 days	4-qt. round	0.50	1.00				
Chopped onions	3 days	1/2 pan	0.50	1.00				
Chopped green onions	3 days	1/4 pan	1.00	2.00				
Sliced mushrooms	1 day	1/3 pan	1.00	3.00				
Croutons	4 days	2-qt. round	0.50	1.50				
Angel hair portions	2 days	8-oz. portion bag	12.00	20.00				
Fettucine portions	2 days	8-oz. portion bag	15.00	30.00				

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Daily Prep System Resources


SYSTEM

Restaurant Kitchen Management Systems

Select a system to show a listing of the resources available


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Daily Prep System Resources




TRAINING VIDEO
Kitchen Scales - An Essential Tool for Everyone in The Kitchen - Spanish

Without consistent execution in the kitchen, you'll never deliver what your guests want more than anything else, the same high-quality food and experience every time they




DOWNLOAD
Prep Count Sheet

Preparing the proper quantity of food products is a critical function in any kitchen. Prep too much & you have spoilage & waste. Don't make enough and you lose sales opportunities and disappoint your guests. This tool will help



TRAINING VIDEO
Food Safety: Practical Steps to Prevent Cross-Contamination

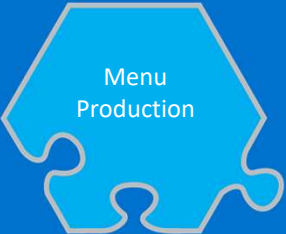
Cross-contamination in the kitchen is a serious topic. Nothing will hurt the guest experience and damage your restaurant's reputation like food poisoning. As Chef Omar


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Menu Production System

- Kitchen line properly stocked
- Cook stations setup for success
- Food temperature monitoring
- Portion control system
- Recipe references (build charts)
- Proper service ware (plates, bowls, etc.)
- Ticket timing guidelines
- Hot food hot, cold food cold



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Menu Production

Tools/Forms

- Line Check Template
- Station Diagrams
- Build Charts
- Portion Control Specs

Line Check

Bluefish Grill
Manager: Sarah
Station: Grill
Date: 8/23

Menu	Shift Plan		Inventory Check		
	Lunch	Dinner	Par	St	Inv
3 oz chicken portions	25	25	487	487	
1/2 lb lean beef	5	5	1457		
Porto Rib Roast	1	2	1337	1400	
3 lbs Fat	6	6	487	487	
10 Eggs	8	12	487	487	
Spice Mix	2.50	2.50	1457		
Shrimp (1/2 lb)	1	2	218		
Hot sausage portion - case	8	12	387	387	
Butter portion - 1oz	25	25	487	487	
Spanish onion - 1/2 lb (case)	80	80	487	487	
Garlic butter (case)	1.50	1.50	487	487	
Macaroni (case)	1.00	1.00	487	487	
Spice blend			218	218	
Spiced Peanut	80	70	387	318	218

Menu Production System Resources

SYSTEM

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Menu Production System Resources

DOWNLOAD

Restaurant Line Check Template

Smart kitchen managers and chefs know that advance preparation is the key to a smooth shift. This completely customizable restaurant line check template can be tailored to reflect your unique cook

DOWNLOAD

Recipe Build Chart Template

Use this tool to provide your kitchen staff with a build chart of the proper portion sizes and ingredients for each of your menu items. Display the build charts at each cooking station so that cooks can quickly verify

TRAINING VIDEO

The Basics of Portion Control... What Everyone in the Kitchen Should Know! - Spanish

Keeping good portion control practices is a key to controlling food cost, ensuring a consistent and excellent guest experience, and making sure

TRAINING VIDEO

Food Safety: Practical Steps to Prevent Cross-Contamination

Cross-contamination in the kitchen is a serious topic. Nothing will hurt the guest experience and damage your restaurant's reputation like food poisoning. As Chef Omar

ARTICLE

Food Dating Labeling Systems: How Little Stickers Can Save You Big Money

No matter what size of restaurant, you need a food labeling system to avoid inventory waste that will drive profits into the ground. Learn

TRAINING VIDEO

Kitchen Scales -- An Essential Tool for Everyone in the Kitchen

Without consistent execution in the kitchen, you'll never deliver what your guests want more than anything else, the same high-quality food and experience every time they

Recipe Management System Resources


SYSTEM

Restaurant Kitchen Management Systems

Select a system to show a listing of the resources available


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- Recipe Management System Resources ←
- Inventory Control System Resources
- Checklists System Resources

Recipe Management System Resources




DOWNLOAD
Recipe Manual Template

Use this Microsoft Word template to document all of your recipes to ensure consistency and control cost. This is a great tool for creating your own recipe manual and printing it to PDF for viewing on tablets and other portable




SYSTEM
Recipe Management

In order to serve great food you must first have great recipes and people that know how to follow them. The Recipe Manual is the cornerstone of every restaurant kitchen and provides a method for




DOWNLOAD
Recipe Build Chart Template

Use this tool to provide your kitchen staff with a build chart of the proper portion sizes and ingredients for each of your menu items. Display the build charts at each cooking station so that cooks can quickly verify



ONLINE COURSE
Menu Costing Basics

Knowing what each of your menu items costs to prepare is one of the most basic yet overlooked aspects of running a profitable restaurant. Costing out your menu can be an arduous task, but you must know your menu cost before




DOWNLOAD
Menu & Recipe Cost Spreadsheet Template

Knowing what each of your menu items costs to prepare is one of the most basic yet overlooked aspects of running a profitable restaurant. This comprehensive spreadsheet template will give you an

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Inventory Control System

- Theft prevention
- Reduce cash tied up in inventory
- Weekly COGS valuation
- Food cost consistency
- Key item tracking
- Waste reduction
- Tracking ideal cost



Inventory Control

Kitchen Management 101



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Kitchen Management 101 - 6 Essential Systems

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Inventory Control

Tools/Forms

- Inventory Count Sheet
- Key Item Inventory Worksheet
- Waste Sheet
- Order Guide
- Prep Count

Blue Fish Grill
ENDING FOOD INVENTORY
For the Period Ending 12/31

ITEM DESCRIPTIONS	ORDER		ORDER		INVENTORY		COUNT	EXTENSION	TOTALS
	UNIT	PRICE	TO INV	UNIT	PRICE				
MEAT									
Bacon slices	lb	\$ 2.29	1.0	lb	\$ 2.29	5.0	\$ 11.45		
Ribeyes steaks - 8 oz	lb	\$ 7.77	2.0	ea	\$ 3.89	15.0	\$ 58.20		
Pork chops - 6 oz	lb	\$ 1.99	2.7	ea	\$ 0.67	20.8	\$ 14.03		
			1.0		\$ -		\$ -		\$ 83.15
SEAFOOD									
16/20-ct. Gulf shrimp - frozen	5-lb. box	\$ 40.00	5.0	Lb.	\$ 8.00	3.0	\$ 24.00		
			1.0		\$ -		\$ -		\$ 24.00
			1.0		\$ -		\$ -		\$ 24.00
BAKERY									
Cheese Cake	cake	\$ 7.24	8.0	slice	\$ 0.91	1.0	\$ 0.91		
			1.0		\$ -		\$ -		\$ 0.91
			1.0		\$ -		\$ -		\$ 0.91
GROCERY/DRY GOODS									
24-142 Red Gold Ketchup Squeeze Etc	case	\$ 16.75	24.0	bottle	\$ 0.70	1.0	\$ 0.70		
			1.0		\$ -		\$ -		\$ 0.70
			1.0		\$ -		\$ -		\$ 0.70
SOFT BEVERAGE									
Coke Syrup	box	\$ 46.00	1.0	box	\$ 46.00	1.0	\$ 46.00		
			1.0		\$ -		\$ -		\$ 46.00
			1.0		\$ -		\$ -		\$ 46.00
SUMMARY VALUATION:									
MEAT							\$ 83.15		
SEAFOOD							\$ 24.00		
BAKERY							\$ 0.91		
GROCERY/DRY GOODS							\$ 0.70		
SOFT BEVERAGE							\$ 46.00		
Total Food Inventory							\$ 154.75		\$ 154.75

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Inventory Control System Resources

SYSTEM

Restaurant Kitchen Management Systems

Select a system to show a listing of the resources available

- Purchasing and Receiving System Resources
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Inventory Control System Resources



DOWNLOAD
Inventory Count Sheet
This Excel spreadsheet contains two worksheets, one for calculating food inventory and the other for bar inventory. The food inventory is broken down into categories for Meat, Seafood, Poultry, Produce, Bakery, Grocery and Non-



ONLINE COURSE
Key Item Running Inventory
Key Item Inventory Control is one of the most effective systems for controlling food cost in any type of restaurant. That's because it's highly likely that 60-70% or more of your total food cost is attributable



TRAINING VIDEO
Essential Food Labeling Practices for Everyone in the Back-Of-House - Spanish
Are you putting out the safest, highest quality product possible for your guests? Fresh food is a crucial part of ensuring your guests' safety



WEBINAR/PODCAST
Kitchen Management 101: Reduce the Hassle and Build a Better Weekly Inventory Control System
Some kitchen managers and chefs dread counting inventory, complaining they just don't have enough time to take weekly inventories.



SYSTEM
Key Item Running Inventory
One of the primary reasons for food and beverage losses is the lack of meaningful measurement of the use or loss of key products on a regular and frequent basis. This system provides an easy,



TRAINING VIDEO
First In, First Out (FIFO): An Inventory Practice EVERYONE in Your Kitchen Should Know - Spanish
Everyone on your kitchen team should understand the importance of effective inventory rotation. First In, First Out is an essential and


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Checklist System

- Opening and closing duties
- Line checks
- Cleaning duties
- Equipment maintenance
- Quality control
- Health and sanitation



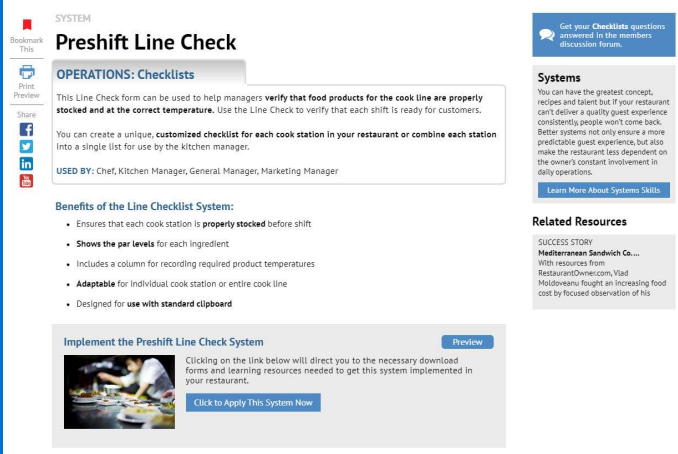
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Checklists

Tools/Forms

- Opening and Closing Checklist
- Pre-shift Line Check
- Cleaning Checklist
- Checklist Generator



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Checklist System Resources


SYSTEM

Restaurant Kitchen Management Systems

Select a system to show a listing of the resources available

- Purchasing and Receiving System Resources +
- Daily Prep System Resources +
- Menu Production System Resources +
- Recipe Management System Resources +
- Inventory Control System Resources +
- Checklists System Resources + ←

Checklists System Resources



SYSTEM

Manager's Opening/Closing Checklist System

The Manager's Opening/Closing system is your own unique, comprehensive list of the opening and closing tasks your managers should check, verify



DOWNLOAD

Restaurant Line Check Template

Smart kitchen managers and chefs know that advance preparation is the key to a smooth shift. This completely customizable restaurant line check template can be tailored to reflect your unique cook



ARTICLE

Preventing Accidents Using a Kitchen Safety Checklist

Show you're serious about workplace safety and accident prevention by providing your employees with a kitchen safety checklist. Follow these steps to develop this important document and



SYSTEM

Preshift Line Check

This Line Check form can be used to help managers verify that food products for the cook line are properly stocked and at the correct temperature. Use the Line Check to verify that each shift is ready for customers. You can create a



WEBINAR/PODCAST

Introducing the Checklist Generator 2.0

The Checklist Generator is a web tool enabling restaurant operators to create and store checklists of all types in the RestaurantOwner.com cloud. Join us on this webcast to learn how the Checklist

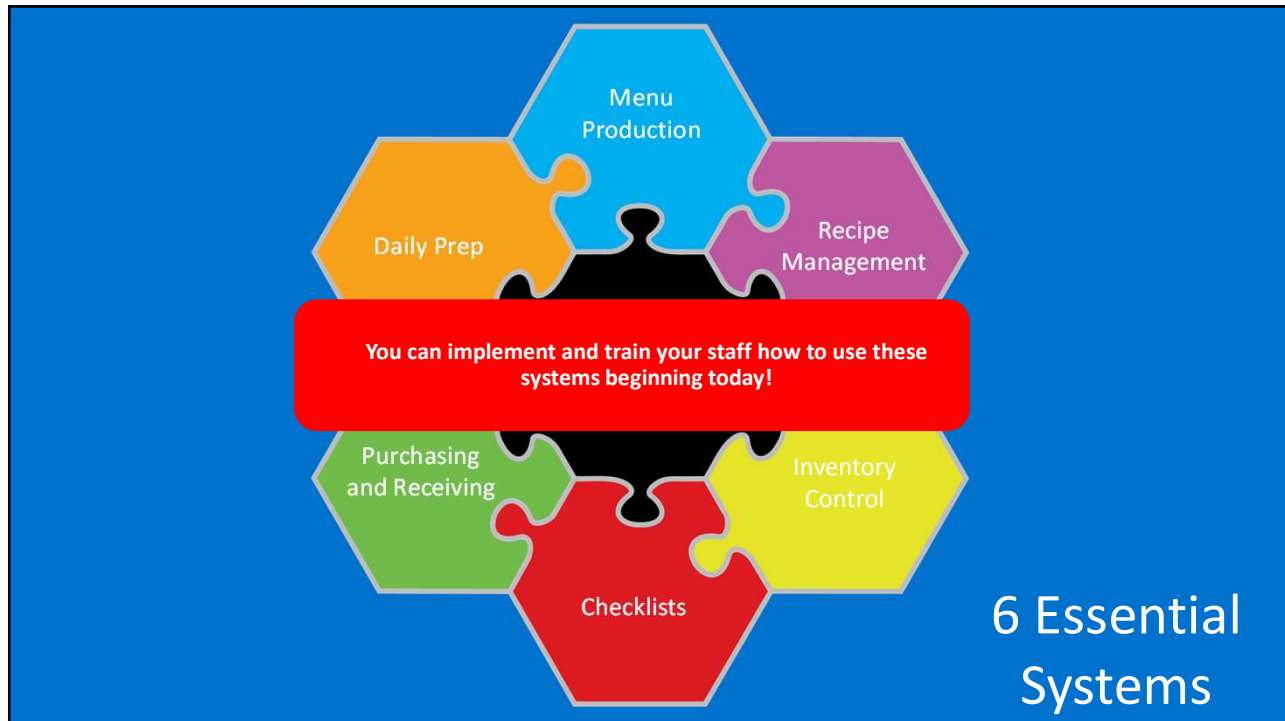


Checklist Generator

The Checklist Generator is a web tool enabling restaurant operators to create and store checklists of all types in the RestaurantOwner.com cloud. It has been designed for restaurant operators who want their staff to complete checklists using iPads, tablets

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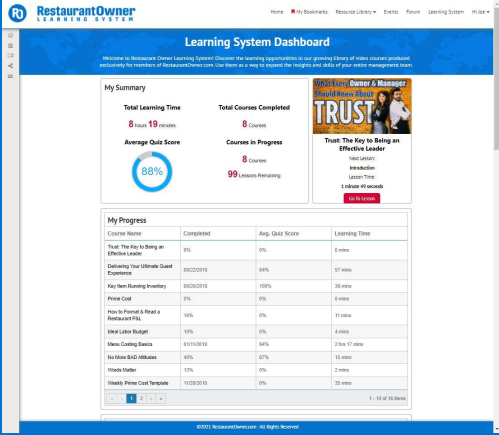


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The Restaurant Owner Learning System

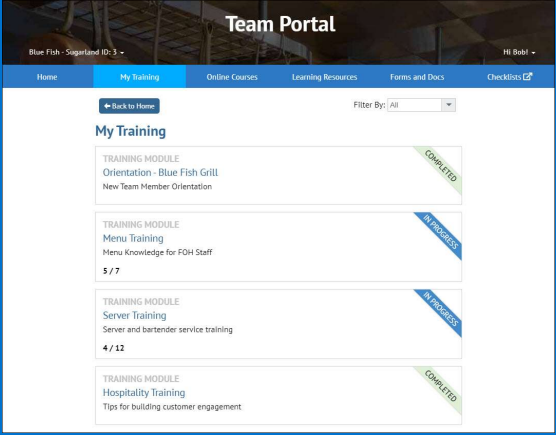
Team Development

Courses and Training Videos



Restaurant-Specific Training

Custom Training Platform



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Micro-Learning Training Videos




Share dozens of training videos with BOH and FOH






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Standard Membership

Owner Member

3 Managers

30 Team Members


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Add Your Restaurant Team

Step-by-step instructions for adding your team to your RO membership

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Q&A



Questions

Additional questions to
info@restaurantowner.com

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Join Us Next Week

**Safeguard Your Restaurant
in the New Uncertain
Economy**

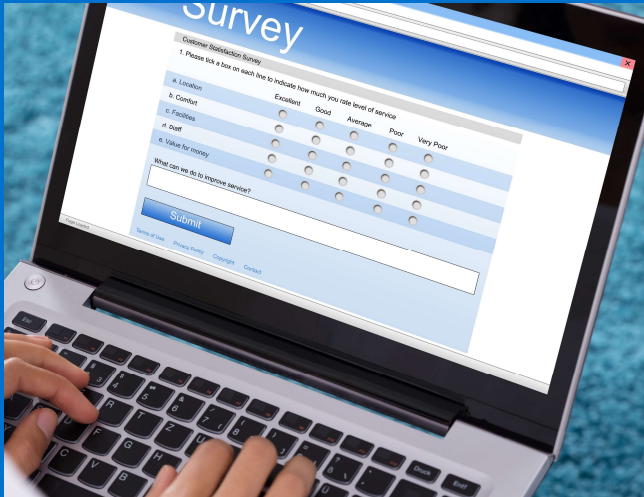


WEBINAR September 28
Restaurant owners and managers



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Please Give Us Your Feedback



Just 4 very short questions!

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Kitchen Management 101

6 Essential Kitchen Management Systems



Thank you for attending!

info@RestaurantOwner.com

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