Mise en place checklist

11/3/26, 11:54 AM

This list is a starting point, not a verified template. It may contain errors or gaps. Review it and add what your kitchen needs before you use it.
Online and as an app template: checkloop.app/checklists/kitchen-prep/

Date

Shift

Name

Before the shift

- [ ] Walk-in and fridges: temperature checked and logged
- [ ] Delivery checked: temperature, use-by dates, quantity
- [ ] Stock put away, oldest to the front
- [ ] Hands washed, clean chef's jacket and apron
- [ ] Work surfaces cleaned and sanitised
- [ ] Colour-coded chopping boards ready, knives sharpened

Station prep

- [ ] Vegetables washed and cut
- [ ] Sauces and stocks on or reheated
- [ ] Sides par-cooked
- [ ] Meat and fish portioned and labelled
- [ ] Herbs and garnishes ready
- [ ] Dressings and dips decanted
- [ ] Salt, oil and spices topped up at the station

Equipment

- [ ] Range and oven preheated
- [ ] Fryer oil checked, fryer on
- [ ] Bain-marie and heat lamps on
- [ ] Hotel pans, tongs, spoons and squeeze bottles ready
- [ ] Plates warming
- [ ] Ticket printer working

Front of house

- [ ] Tables set
- [ ] Glasses and cutlery polished
- [ ] Drinks fridges restocked
- [ ] Coffee machine ready
- [ ] Specials board and allergen information up to date
- [ ] Bookings and special requests reviewed

After service

- [ ] Leftovers covered, dated and chilled
- [ ] Stations cleaned, equipment off
- [ ] Fridge temperatures checked again
- [ ] Anything missing added to tomorrow's order
- [ ] Rubbish and empties taken out

Open this list in CheckLoop
https://app.checkloop.app/?template=kitchen-prep