[ORGANISATION NAME]

[Address] [Phone] [Email]

Catering Kitchen Prep Daily Report

RECORD DETAILS

Kitchen / event

[Enter details]

Date / shift

[Enter details]

Kitchen lead

[Enter details]

Service time

[Enter details]

Prep item / station	Planned qty	Completed qty	Owner / status

Readiness

Shortages / substitutions requiring approval: _____

Equipment issue / service impact: _____

Handover

Outstanding prep and storage location: _____

Next shift lead / sign off: _____