



Daily Game Plan

Date: 12/12/2026

Supervisors

AM KM

PM KM

C.O.D.

Billy Williams

Richard Crisp

Chef Paul

- Notes Left for Accounting?
- Inventory Oversight
- Daily Deliveries are on Schedule
- Outsourcing Grocery List if Needed
- Check Schedule - Team Positions
- Special Functions
- Low Stock Inventory
- 86'd Items - Dry Erase Board
- Daily Specials - Dry Erase Board
- Staff Huddle 1st Shift
- Staff Huddle 2nd Shift

AM Positions

		Name	Service Duty	Cleaning Duty	Daily Bonus
<input checked="" type="checkbox"/>	Dish	Billy W.	Pots Wash	Under 3 sink	waste bin wash
<input checked="" type="checkbox"/>	Prep	Jacob K.	AM Preplist	spice rack	
<input checked="" type="checkbox"/>	Line Cook 1	Gwan	Stove	handles, knobs	
<input checked="" type="checkbox"/>	Line Cook 2	Chuck	Grill	wipe hoods	change lightbulbs
<input checked="" type="checkbox"/>	Line Cook 3	Jane	Fryer	back wall	

PM Positions

		Name	Service Duty	Cleaning Duty	Bonus Duty
<input checked="" type="checkbox"/>	Dish	Billy W.	Plates, Silverware	glass racks	
<input checked="" type="checkbox"/>	Expo	Dave R.	Inside Expo	cutting board, Pass	printer cords
<input checked="" type="checkbox"/>	Line Cook 1	Will P.	Saute	stove top	
<input checked="" type="checkbox"/>	Line Cook 2	Jason G.	Grill	grill polish	
<input checked="" type="checkbox"/>	Line Cook 3	Bob R.	Fryer	fryer polish	
<input checked="" type="checkbox"/>	Line Cook 4	Alex S.	Salad	refridgerators	walkin-door

Basic AM Opening Routine

x	Equipment On & Working?
x	Coolers On & @ Proper Holding Temps?
x	Check for Notes Left.
x	Check for complete SOP toolkits @ stations.
x	Check for leftout or unwrapped food items (walkin, prep areas, line)
x	Check for perished or non-usable line stock items Especially meats & proteins.
x	Log Waste on Weekly Waste Sheet , sign & date.
x	Start to heat up soups, check weekly soup menus.
x	Start to heat up sauces, check special menus (double boiler)
x	Once hotwells are at desired temp, turn dials to *2 so that food does not overcook while holding. (holding temp should be 140 F)
x	Fulfill adequate Assembly Line Pars on ALL Stations! Including Backups!
x	Communicate with AM Prep Chef on Daily Preplists (Monday - Sunday & Special Functions)
x	Check inventory counts of prelist items, (cream, veg, etc) make sure to have enough inventory to fulfill the next 3 days.
x	If short, log needed items and check upcoming purchase order to predict arrival, plan accordingly.
x	Communicate with AM Line Cook on Duty to ensure all systems are go, and all stations are covered and ready.
	1st Wave Begins...
x	Supervise AM Line Service Function, Maintain Proper Protocols, Procedures, and Best Practices.
x	Adhere to Curve Balls, Special Requests, & Food Allergy Concerns. No Cross Contamination.
x	Fill any Gaps Needed, Help With Backups, "On the Flies", and "Refires". Team Player Wildcard.
	After The Rush...
x	Make sure AM Line Cook Replenishes Line Stock Inventory Pars for Dinner Service, Including Backups.
x	Make sure AM Line Cook Pulls Trash, Empties Sani Buckets, Sweeps, & Sanitizes work stations Before leaving.
x	Take Visual Inventory of Current Line Stock Items & Backups, as well as necessary inventory for replenishments.
x	Organize Walk-In & Categorize/Sub Categorize if Necessary.
x	Communicate with Head Chef about current & upcoming Menu, Specials, Curveballs, Inventory, Spoilage, Low Stock, & Staff Performance.
x	Leave Notes for PM Sous Chef.
x	Communicate with PM Sous Chef on upcoming Menu, Specials, Curveballs, Inventory, Spoilage, Low Stock, & Team Gameplan.

Daily Temp Log Sheet (each shift)		AM	PM		
		(circle one)			
				Temp	(F)
x	Walk in Refridgerator is on and working.			39	
x	Glass Door Cooler is on and working.			38	
x	Salad Station Line Cooler is on and working.			40	
x	Fry Station Freezer is on and working.			28	
x	Fry Station Line Cooler is on and working.			39	
x	Grill Station Line Cooler is on and working.			40	
x	Saute Station Line Cooler is on and working.			38	
x	Double Door Oven Refridgerator is on and working.			38	
x	Back End Freezer is on and working.			27	
x	Steam Well is on and working. Holding temp is [140].			140	
x	Top oven is on and working. Set temp is [425]. Fan is on LOW.			400	
x	Bottom oven is on and working. Set temp is [350]. Fan is on HIGH.			350	
x	Warmer oven is on and working. Set temp is [160].			161	
x	Char Grill (6) Knobs are on and working. Flames are produced.			753	
x	Flat Top is on and working. Dials are set at [300 - 325 - 350]			355	
x	Fryers are on and working. Pilots lit. Dials are set at [350]			352	

Special Function Checklist

Function: New Years Eve Guestlist

Date: 12/31/2026

Deadline: 6:30 PM

Headcount: 60

	Item	Serving Size	Batch Size	Portions	Start Time	Assigned To
x	Baked Lobster Mac	4 oz portion	3ct - 6" full pans	75	4:00 PM	Kevin
x	Crab Stuffed Mushrooms	2 per person	2 sheet trays	70	2:00 PM	Matt
x	House Salad	10oz per person	2ct - 8" full pans	65	6:00 PM	Yolanda
x	Salad Dressing	3oz per person	1.5 gallons	64	2:00 PM	Yolanda
x	Prime Rib	6oz cooked per person	3 full prime ribs (30lbs)	64	12:00 PM	Will
x	Key Lime Pie	1/6th pie	10 pies	60	2:00 PM	Kevin

Hot Line Weekday Par List

Item	Size	Station Par	Backup Par
French Fries	8 oz	20 servings	4 CS
Sweet Potato Fries	8 oz	20 servings	2 CS
Tater Tots	8 oz	20 servings	6 CS
Kids Chicken Bites	6 oz	10 servings	2 CS
Calamari	8 oz	12 servings	24 servings
Potstickers	6 ea.	6 servings	12 servings
Reuben Egg Rolls			
Brussel Sprouts			
Green Beans			
Cod Portions			
Walleye Filets			
Salmon Filets			
Peeled Shrimp			
Chicken Filets			
Adobo Chicken Filets			
Dijon Chicken Filets			
Terres Major Steak			
Tenderloin Steak			
Tenderloin Tips			
Beff Patty			
Slider Patty			
Blue Cheese			
Parmesan Shaved			
Herb Parm Mix			
Bacon Bits			
Tuxedo Sesame Mix			
Salt & Pepper			
Montreal Steak Seasoning			
Blackening Seasoning			
H2O Bottle (char grill)			
Grill Spray (nonstick oil)			
Grill Butter			
Olive Oil			
Sweet Chili Sauce			
H2O Bottle (flat top)			
Zip Sauce			
Cognac Cream Sauce			

	Maple Bourbon Sauce		
	Truffle Oil		
	B. Batter Fried Saurkraut		
	B. Batter Fried Poblanos (Julienne cut)		
	Chicken Egg Wash		
	Chicken Dry Fry Mix		
	Chicken Pecan Panko Mix		
	Chicken Herb Panko Mix		
	Fish Egg Wash		
	Fish Dry Fry Mix		
	Fish Pretzel Panko Mix		
	Fish Herb Panko Mix		
	Fish Beer Batter		
	Large Metal Bowl - French Fries		
	Medium Metal Bowl - Tater Tots / Sweet Fries		
	Medium Metal Bowl - Brussel Sprouts		
	Small Metal Bowl - Truffle Fries		
	Medium Sheet Trays		
	Small Sheet Trays		
	Pastry Brush - Grill Butter		
	2 oz Ladle - Zip Sauce		
	2 oz Ladle - Cognac Cream Sauce		
	Fryer Skimmer - Square		
	Metal Tongs (2 sets)		
	Chef Knife		
	Sani Bucket		
	4 Dry Towels		
	2 Wet Towels		
	Parchment Paper MD		
	Parchment Paper SM		
	Ceramic Cups 8oz		
	Wooden Skewers 6"		

Cold Line Weekday Par List

	Item	Size	Station Par	Backup Par
	Romaine Lettuce - chopped	1/3rd pan	1	5 gallons
	Arugula leaves	1/3rd pan	1	4 bags
	Spring Mix	1/2 pan	2	10 bags
	Iceburg Lettuce - 1/3rds	1/3rd pan	6 ea.	12 ea.
	Egg - whole, peeled	1/6th pan	10ct.	20ct.
	Roma - md diced	1/6th pan	2	2
	Cucumber - slices	1/9th pan	1	3
	Red Onion - slices	1/6th pan	0.5	1
	Butternut Squash - cubed			
	Cucumbers- pickled w/onions			
	Chickpeas - whole			
	Asparagus - chopped			
	Beets - pickled, md diced			
	Avocado - halved			
	Pickled Peppers - rings			
	Kalamata Olives - pitted			
	Apple - halved for slices			
	Strawberry - topped			
	Raspberry (red) - whole			
	Blueberry - (jumbo) - whole			
	Grapes - whole			
	Cherries (maraschino) - whole			
	Seasonal fruit - chefs choice			
	Brie Cheese - 2" wheel			
	Parmesan Cheese - shaved			
	Goat Cheese - crumbles			
	Fetta Cheese - crumbles			
	Bleu Cheese - crumbles			
	Bleu Cheese - dressing			
	Yellow Cheddar - fine shredded			
	Dill Havarti - sticks			
	Prarie Breeze - sticks			
	Imported Cured Meat #1 - sliced			
	Imported Cured Meat #2 - sliced			
	Wakami - noodles			
	Jasmine Rice - portion bags			

Broccoli Florets - blanched			
Ahi Tuna - diced, portion bags			
Apple Cider Vinegrette - sq. bottle			
Caesar - sq. bottle			
Siracha Mayo - sq. bottle			
Teriyaki Sauce - sq. bottle			
Balsamic Poppyseed - sq. bottle			
Lemon Vinegrette - sq. bottle			
Ranch Dressing - sq. bottle			
Sweet Onion Poppyseed - sq. bottle			
White Fig Jam			
Stone Ground Mustard			
Crackers Type 1			
Gluten Free Crackers			
Pecan Nuts - candied			
Croutons - xl diced			
Apricots - dried, chopped			
Cranberries - dried			
Cashew Nuts - roasted			
WalNuts - roasted			
Pistacho Nuts - honey roasted			
Bacon - bits			
Chocolate Sauce - sq bottle			
Carmel Sauce - sq bottle			
Honey - sq bottle			
Cream - whipped			
Turbinado Sugar - granulated			
Dark Chocolate - bars			
Reeses - Crumbles			
Creme Brulee - cups			
Banana Bread CC Pudding - indiv.			
Peanut Butter Pie - slices			
Lava Cake - indiv.			
Snickers Ice Cream Pie - slices			
Seasonal Cheesecake - slices			
Soup - De Jour			
Soup - Tomato Basil (house)			

	Potatoes - Mashed			
	Spinach Cream - dip			
	Pot Pie - filling			
	Short Rib - suvee			
	Side Plates			
	Small Plates			
	LG Bowls			
	LG Salad Plates			
	Dinner Plates			
	Soup Spoons			
	Paper Liners			
	2oz portion cups			
	2oz portion cup lids			
	sm takeout boxes			
	LG Takeout Boxes			
	1 Chef Knife			
	1 set tongs			
	3 mixing bowls			
	Sanitizing Bucket			
	4 dry towels			
	2 wet towels			
	Broom			
	Dustpan			
	Garbage Canister			

BREAKDOWN & CLOSING					
x	Leftover Menu Items are Condensed, Dated, & Properly Stored				
x	Line Items are Replenished to AM Parlist . Use Backups if Necessary. Cycle FIFO				
x	Line Items are Wrapped & Dated if Necessary				
x	Check Back Sink for Cooling Sauces in Ice Baths.				
x	Put Walkin Items Away in FIFO Order. Newest in Back, Oldest in Front.				
x	Workstations are Clean and Tidy, Looks Good for AM Opening Staff.				
x	Trash is Pulled & Taken to Dumpster, NO TRASH LEFT in Building or on back patio.				
x	Bathroom is Checked for Cleanliness & Sanitization. Your Mother Would Be Proud.				
x	Prep Tables are Clean, Sanitized, & Back Walls are Spotless. No Pathogens can Live on Surfaces!				
x	Bottom Shelf of Prep Tables are Clean and Orderly. Appliances are Wiped Clean & Sanitized. NO GERMS!				
x	All Handles are Wiped Clean & Sanitized. Germs Don't Stand a Chance!				
x	Paper Towel is Replenished in Dispensers above sinks etc. Bathroom Too!				
x	Sinks are Wiped Clean & Sanitized. No Debris! Smells Clean & Fresh!				
x	All Sani Buckets Emptied & Towels in Hamper				
x	Floor is Swept & Mopped Especially Under Hard to Reach Places!				
x	Mop Bucket is Empty, Mop is clean and hanging to dry. No MILDEW. Air Exposure is Considered.				
x	Staff is Clocked Out.				
x	Notes are Left if Applicable.				
x	Preplist is Visible for AM Staff.				
x	ALL Heating Elements and Cooking Machines OFF				
x	ALL Cooling Elements and Refridgeration units are ON				
x	Light Switches are OFF				
x	Hood Ventilation fans are OFF				
x	Phones & Car Keys are Secured for All Staff Leaving				
x	Alarm is Set				
x	Doors are Closed and Secured				
x	Staff has rides confirmed, All Vehicles Started, Staff is Safely in Vehicles or in Lighted Safe Surveillance Zone.				
x	Clock OUT - Go Home and Relax :)				

	After Service...			
x	Pull Sauces from Hot Box Warmer and Condense into Hotel Pans			
x	Put Sauce Pans for Cooling on Cart or Speed Rack and Move into Walkin			
x	All Hot Sauces for Dinner Service are In Walkin Cooling with Ventilation			
x	Flat Top Grills Are Clean, Off & Polished			
x	All Tools and Extra Pans sent to Dish Station			
x	Backup Pars Replenished to Stations FIFO			
x	All Line Items Wrapped			
x	All Drawer Items Wrapped			
x	All Food Items Sent to Walkin Wrapped			
x	Temp Log is Updated			
	Closing...			
x	Stations Are Clean, Washed, Sanitized			
x	All Handles and Immobile Hand Contact Surfaces Sanitized			
x	Walls Behind Workstations & Cooking Stations Wiped Clean			
x	Trash Cans Pulled & New Bags Inserted			
x	Oil and Grease Traps Emptied & Taken to Dumpster			
x	Floor Swept & Mopped Under Appliances			
x	SOP Kits Are In Place for Tomorrow Morning			
x	Heating & Cooking Equipment is OFF			
x	Cooling Equipment is ON			
x	Check Walkin for Unwrapped or Misplaced Items			
x	Walk The Line to Make Sure All Cooking Appliances are OFF			
x	Get Permission to Clock Out			

Basic Menu Item Build Sheet

Steak Tips

Production Time: 10 min

Ingredients Needed

1 TBL	Pan Oil				
6 oz.	1" Cubed Beef Tenderloin				
1 TSP	Seasoning Salt				
4 oz.	Quartered Mushrooms				
2 oz.	Carmelized Onions				
2 oz.	Zip Sauce				
2 oz.	Bleu Cheese				
2 SL.	Garlic Bread				

Items Needed

1	Medium Saute Pan				
1	Metal Saute Spoon				
1	10" Deep Dish Dinner Plate				

Procedure

Step 1.	Toss Steak Tips in Pan with Oil BEFORE Firing Heat			
Step 2.	Sautee Steak Tips 1/3 of Desired Temp, Now Add Mushrooms			
Step 3.	Once Steak Tips are 2/3 of Desired Temp, Season with Salt and Toss			
Step 4.	When Steak Tips are Close to Desired Temp, Add Carmelized Onions			
Step 5.	Toss with Zip Sauce and Plate			
Step 6.	Garnish with Blue Cheese Crumbles			
Step 7.	Add Garlic Bread to Side of Plate			

Daily Line Closing Checklist

Name: _____

Cooking Elements

Date: _____

x	Microwave Wiped out, Sanitized & Under Tray Too!		
x	Plate Warming Elements OFF & Wiped Clean (Hot Line)		
x	All Ovens Off & Cleaned of Debris		
x	Broiler Off & Wiped Clean, Debris Removed		
x	Stove Burners OFF, Piolets Lit, Wiped Clean of Debris		
x	Char Grill OFF, Brushed, Wiped Clean		
x	Flat Top Grill OFF, Grill Cleaned & Trap Emptied		
x	Fryers OFF, Skimmed for Debris, Surfaces Wiped Clean		

Food Items

x	Pans Changed Over, Fresh Food Cycled, FIFO Procedures in Place		
x	All Bread Items Wrapped and Properly Stored		
x	Saute Hotwell Broken Down, Cleaned, and Food Items Wrapped		
x	Saute Tall Refridgerator Items Wrapped		
x	Saute Line Items Wrapped		
x	Saute Station Meat Cooler Items Wrapped		
x	All Sauce Bottles Cleaned & Sanitized		
x	Serverside Hotwell Broken Down, Cleaned, Food Items Wrapped		
x	Grill Line Items Wrapped		
x	Salad Station Line Items Wrapped		
x	Salad Station Cooler Items Wrapped		
x	Fryer Freezer Items Wrapped and Packaged Accordingly		
x	Walk-In Refridgerator Food Items Wrapped and Packaged Accordingly		
x	Walk-In Refridgerator Food Items Labeled & Dated		
x	Walk-In Refridgerator Door Closed Tightly & Light Switch OFF		

Work Spaces

x	Plate Shelves Wiped Clean & Sanitized, Plates Stocked Accordingly		
x	Ticket Printer Wiped Clean & Sanitized		
x	Cutting Boards Removed & Washed, Bleached		
x	Tables & Work Surfaces Clean & Sanitized		

Cleaning Detail

	Weekly	Assigned To:	Date Completed
1	Foil Under Char Grill	Roberto Snarfalo	12/28/26
2	Inside of Ovens	Bob Benson	12/28/26
3	Behind Cooking Equipment	Pete Gibson	12/28/26
4	Floor Drains	Will Krabstein	12/27/26
5	Shelves & Racks	Bason Freschel	12/27/26
6	Walk-In Cooler	Frito Mercales	12/27/26
7	Refridgerators	Jamie Ferguson	12/27/26
8	Trash Cans	Frankie Milano	12/28/26
9			
10			
	Monthly		
1	Hood Filters	Roberto Snarfalo	12/03/26
2	Dishwashing Machine	Bob Benson	12/05/26
3	Dry Storage	Pete Gibson	12/03/26
4	Refridgerator Coils	Will Krabstein	12/03/26
5	Walls & Ceilings	Bason Freschel	12/03/26
6			
7			
8			
	Quarterly		
1	Ice Machine	Roberto Snarfalo	10/08/26
2	Light Fixtures	Bob Benson	10/08/26
3			
4			
5			
6			
7			
8			

RECIPE TEMPLATE

House Seasoning Salt

Prep Time: 10 min

Ingredients Needed

2 oz.	Kosher Salt			
2 oz.	Smoked Whiskey Salt			
2 oz.	Five Peppercorn Blend			
2 oz.	Granulated Garlic			
2 oz.	Granulated Onion			
1 tsp	Japanese Horseradish			

Items Needed

1	1 Gallon Mixing Bowl			
1	12" Wire Whisk			
1	4 QT Container w/Lid			

Procedure

Step 1.	Combine all ingredients in mixing bowl.	
Step 2.	Mix Ingredients thoroughly with whisk, no concentrated pockets.	
Step 3.	Pour Mixture into 4qt Container, Label & Date Accordingly	