

Prep Sheet Instructions

The Menu Prep Sheet file is tabbed at the bottom.

The first tab after this instruction sheet is the "Weekly Prep Sheet". This is the Prep Sheet entry page.

- All prep items have a "Batch Yield" this is what a 1x recipe would make.
- On this page you enter your set/already determined pars for the week in the box labeled "PAR".
- Once you complete a daily morning count, you enter your on-hands in the box labeled "O\H".
- These two data entries will automatically calculate the amount of prep that you need to do for the day in the box labeled "DO".
- If it is a negative entry, there is no need to complete that prep item for the day. You have a surplus.
- Note: At this time, this sheet does not forecast for shelf life. It is calculating prep on a daily basis.

The following tabs are your posting sheet for each day. See specific days on each tab.

- Once the data is entered into the first tab, the "DO" amount transfers to the "Prep Amount" box.
- If the number is a negative a 0 will appear meaning, no prep is needed for this item.
- If the number is a positive, this number will transfer and this is what is needed to prep.
- All that is needed at this time is to print the sheet and post.
- Once the prep item is created, the manager can initial in the "Mgr" box acknowledging their validation.
- The "Waste" box is for the manager to communicate to the other managers how much was thrown away.
- The "911" box is to star or check when there is an item that needs to be completed as soon as possible.

Example: Black Beans- there are 6- 1/6 pans to a recipe.

- If on hands are completed and you have 3- 1/6 pans on the shelf your "O\H" amount is .5 (half of a recipe)
- If your par is 6 – 1/6 pans (a 1x recipe) then you put 1 in the "Par" box.
- This will automatically calculate that you need to "Do" .5 (half of a recipe) to meet your par for the day.

Another Example with Black Beans- there are 6- 1/6 pans to a recipe.

- If on hands are completed and you have 3 -1/6 pans on the shelf, your "O/H" amount is 3.
- If your par is 6 -1/6 pans (a 1x recipe) then you put 6 in the "Par" box.
- This will automatically calculate that you need to "Do" 3 to meet your par for the day.

With both of these examples ALL managers must be on the same page of how the items are counted- by the recipe or by the pan/each. At the same time, ALL prep team members must know how you are counting the items.

