

## Kitchen Management Time - Weekly Activities

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### THC's Guide for the Kitchen Manager's Weekly Tasks

**Purpose:** This guide outlines the critical tasks and responsibilities for Kitchen Managers to manage their time effectively each week. Its purpose is to ensure smooth kitchen operations, effective staff management, and accurate financial tracking.

### Weekly Management Tasks

#### 1. Weekly stocktake

- \* Conduct a thorough stocktake of all inventory items
- \* Ensure all counts are accurate and reflect current stock levels
- \* Use this data to inform ordering and reduce wastage

#### 2. Create a roster using the roster system

- \* Develop and publish the weekly roster for kitchen staff
- \* Ensure staffing levels align with anticipated demand
- \* Communicate any changes promptly to avoid scheduling conflicts

#### 3. Update the kitchen communication whiteboard

- \* Keep the communication board current with daily specials, staff notices, and kitchen goals
- \* Highlight key performance metrics and upcoming events
- \* Use the board as a central hub for team information

#### 4. Reconcile statements in Loaded

- \* Review and reconcile financial statements within the Loaded system
- \* Ensure all transactions are accurately recorded
- \* Identify any discrepancies and address them promptly

#### 5. Review the COGS of top sellers (top 20%)

- \* Analyse the top-selling items and their associated costs of goods
- \* Identify opportunities to optimise menu pricing and improve profit margins

- \* Adjust stock orders based on sales trends
- 6. Review Task Management & Food Safety completion rates.**
- \* Monitor the task completion rates assigned through Task Management/Food Safety App
  - \* Identify areas where compliance is lacking and provide constructive feedback to staff
  - \* Use your insight to improve kitchen workflow and task adherence
- 7. Analyse weekly stocktake variation**
- \* Compare weekly stocktake results to previous weeks
  - \* Investigate any significant variances and take corrective action
  - \* Use findings to improve inventory management processes
- 8. Fill in the report to the General Manager**
- \* Complete a detailed report outlining the week's performance
  - \* Include KEY metrics, such as sales, staffing, and stock variation
  - \* Highlight success and areas that need improvement
- 9. Manage HR activity (Time Off Requests/Sign Documents/Schedule Feedback Sessions)**
- \* Review and approve staff time-off requests
  - \* Ensure all necessary documents are signed and up-to-date
  - \* Schedule and conduct feedback sessions with staff as required
- 10. Review Tenders**
- \* Evaluate any new tenders and supplier proposals
  - \* Make decisions on supplier changes or adjustments based on quality, price, and reliability
  - \* Update staff on any changes that affect kitchen operations
- 11. Conduct Fortnightly One-on-One Check-ins with Kitchen Staff**
- \* Hold regular check-ins with team members to discuss performance, development, and concerns
  - \* Provide constructive feedback and set goals for the upcoming period
  - \* Use these sessions to foster a positive and engaged work environment

## Time Management Tips (for Kitchen Managers)

- \* **Prioritise:** Focus on high-impact activities like stocktaking and rostering early in the week.
  - \* **Set regular times:** Allocate specific weekly times for staff check-ins and updating communication boards.
  - \* **Delegate where possible:** Empower senior staff or sous chefs to take on responsibilities. This will allow you more time to focus on strategic management.
  - \* **Review and reflect:** Set aside time each week to review the effectiveness of completed tasks and adjust to allow for *continuous improvement*.
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## Here is a list of data that the Kitchen should report weekly to the General Manager/Owner

- Wage Cost %
- Year to Date Wage %
- Rostered Hours vs Actual Hours
- Roster \$ vs Actual \$
- Weekly Sales (Budget vs Actual)
- Weekly COGS (Food)
- Top 3 sellers, bottom 3 sellers
- Task Management/Food Safety Completion %
- Variance in Weekly Stocktake
- Any Proteins with increase in COGS

This THC guide should provide a clear framework for kitchen managers to manage their time and responsibilities effectively. It should also ensure your kitchen runs smoothly and meets its performance targets.

## Looking for more information or advice?

Book a free one-hour coaching session with one of our team at The Hospitality Company:

<https://www.thehospitalitycompany.co/free-coaching-session-1>