

Daily Managers Prep Planning Guide

Morning Prep (06:00/07:00 AM):

Objective: Aim to complete all prep work by 10:00 AM. Begin with items requiring more than an hour to cook. This plan serves as a guideline; adjust based on your location's specific needs.

Priority Cooking Tasks:

- **Start with long-cook items:**
 - Beef (for shredding or green/red chili)
 - Chicken
 - Beans
 - Any other items requiring over an hour of cooking

Secondary Prep Tasks: Once the initial items are underway, proceed with the following:

- **Rice:** Prepare and cook rice.
- **Vegetables:** Begin cutting and preparing vegetables for various dishes.
- **Rolled Tacos:** Assemble and prep rolled tacos for cooking.
- **Salsa:** Prepare salsa variants as required.
- **Potatoes:** Cut and prep potatoes. Cook bacon and chips as needed.
- **Chorizo:** Cook chorizo for the day.

Teamwork Reminder: Utilize the cook for additional prep tasks during slower kitchen periods. Effective teamwork is crucial for completing prep by the target time.

Afternoon Tasks (Post-Lunch Rush):

Objective: Use the afternoon to prepare for the following day, focusing on tasks that facilitate a smooth opening.

Tasks for “Closing to Open”:

- **Meat Preparation:** Cut all green chili or shredded beef meat required for the next day.
- **Green Salsa Prep:** Roast jalapenos needed for green salsa. Boil chilis and tomatoes for green salsa preparation.
- **Chicken Chili:** Cook multiple batches of chili for chicken; freeze extra portions in 8 lb. bags.
- **Potatoes:** Cook potatoes needed for the first 5 hours for the next day.
- **Bacon and Chips:** Cook sufficient quantities for the morning rush.

Managerial Responsibilities:

- **Task Prioritization:** Daily task prioritization is essential. Assess and organize tasks based on urgency and importance specific to your location.
- **Team Monitoring:** Keep a close eye on team members' progress, providing support and reassigning tasks as necessary to maintain efficiency.
- **Prep Review:** Ensure all prep tasks are completed to standard, with special attention to food safety and quality control.

Closing Note: The effectiveness of the morning prep sets the tone for the day. As a manager, your role in guiding the team, prioritizing tasks, and ensuring quality prep work cannot be overstated. Adjust this plan as needed to meet the unique demands of your location, always aiming for operational excellence and team cohesion.