



## RESTAURANTHUB BACK OF HOUSE PREP VIBE SHEET.

The aim of the Prep Vibe Sheet is to connect with your staff prior to the commencement of their shift just after they have clocked in. Everyone is dressed and ready for success.

During the few minutes that it takes for you to complete the Vibe with your staff you know:

- Who is present.
- Who is late for work or ill.
- You can see the condition of their uniforms.
- Are any staff wearing jewelry?
- You can establish who is tired or has a problem coming from home to work.
- You get a very good idea of the state of your team just by evaluating their non-verbal body language.

You can challenge the team with a competition for the best section of the day and wager an incentive for the shift. The waitrons can vote at the end of the shift.

You fill in all the prep requirements on the sheet with the responsible people for the tasks.

You brief the team on special requirements or tasks to prep for a big function or a busy weekend.

You brief the staff on broken equipment and or maintenance that will be performed during the day.

Training and or workshop briefings take place just before everyone goes prepared for their shift

We are working with adults so each individual responsible person can fill in all the required preparation details on the Prep Vibe Sheet. This includes:

- Item prepped.
- Quantity prepped.
- Waste recorded.
- Manufacturing date.
- Expiry date.
- FIFO Rotation.
- Time of completion.
- Person responsible.

By using the BOH Prep Vibe Sheet you manage to gain an additional daily double-check on manufacturing in your kitchen, improved control regarding stock availability and control, quality control, stock rotation, team members taking responsibility, and personal pride for their work.

