



Streamlining BOH Kitchen

Logistics for Efficient Catering Operations

Presentation Outline

How collaborative efforts between departments lead to streamlined event success.

Master List and Condiment List, the tools for streamlining food preparation.

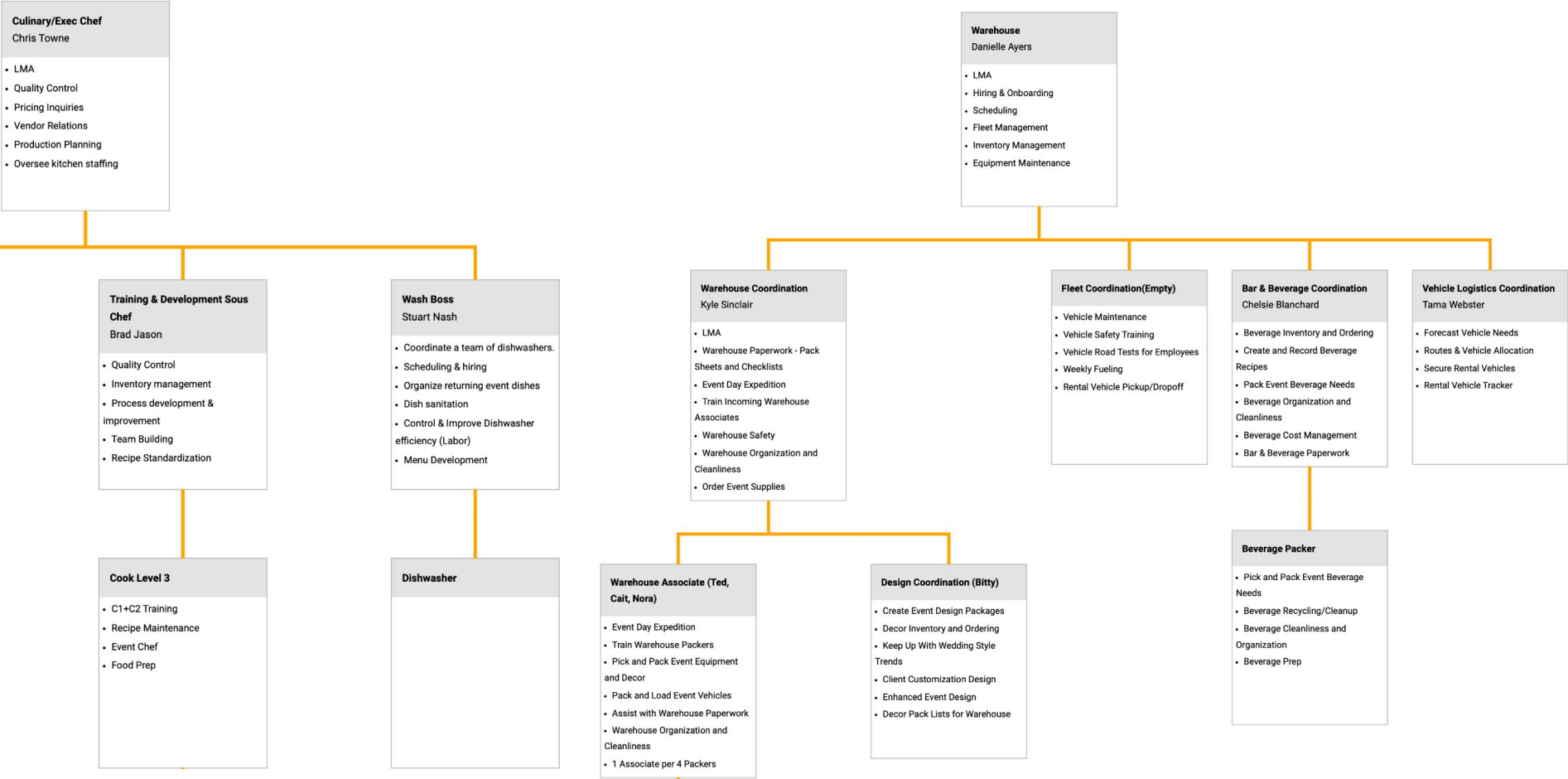
Frank the Fridge, organizing the chaos of multiple events.

Digital Board is a necessary form of communication between all departments.

Creation of the Fire Board, and how the Digital Board plays into firetimes.

Day of event checklists and the 3 points of contact.

The Team



Master List/Condiment List

The structured, categorized lists of all food items to be prepared for the week.

Condiment items for each event are collected and organized into totes in Frank by thursday for convenient access and to eliminate last-minute rushes.

Frank (the fridge)

Centralizing all pre-prepared cold food for events in a designated location.

Readily packed and available in a designated fridge allows event expeditor to efficiently use checklists to load into assigned event vehicles.

Ensures event staff stays clear of the bustling kitchen.

Minimizes disorder within the production fridge.







Digital Board Highlights

Leave times

Vehicle logistics

Event staffing

Event timeline

QR code for directions

Fennell	Catered Event	PPL 243	Family Style - 7:45pm	Cracker Fact.	Wedding	Sched Check 12/30
Sun, Dec 31	Event Time Line	Item	Details		Positions	Staff
Travel time 54 min	2:30 PM	Staff on site	for Set Up - 3 hr		Lead	Mira S
Geneva	5:30 PM	Ceremony	On Site			
	6:00 PM	Appetizers	Tuscan Display & 3 Assem Hot Hand Passed		9 Servers	Adria H
	6:30 PM	Salad & Rolls	Family Style on tables			Kayla S
	7:00- 7:30 PM	Salad	Clear Salads			Amanda S
	7:45- 8:45 PM	Dinner	Family Style			Elaine A
	9:10- 10:30pm	Dessert Available	Action Chef Dessert Station - Smores/Creme Brulee			Rylee S
QR Code has 3 stops. Continue on to venue.	11:30pm - 12:30am	LNS	Available - To Go			Michelle S
	12:00 AM	Ball Drop	Happy New Year! Champagne toast			Madison W
	12:30 AM	Venue Bar Closed				Amelia V
	12:30 AM	Guests Depart			Extra	Jet A
	Estimated - 1:00 AM	PM Depart	After Clean Up			
					4 Runners	Nathan V
Hot Apps	Leave Times	Staff	Details	Vehicles		Stuart N
Chicken & Waffle Cones	12:45 PM	Lead	Arrive @ PMHQ			Kass U
Egg Rolls- Beef on Weck	1:15 PM	FOH Staff	Arrive @ PMHQ			Cody R
Jalapeno Puff Pastry	1:15 PM	Phoebe & Robin	Leave w/ Tuscan/ Cond/ Gather/ Rolls/ Oven	#12 24' Lift		
	1:30 PM	1 Servers w/ Mira	Leave w/ Cake/ Dessert	#7 Benz	4 Chefs	Phoebe H
	1:30 PM	3 Servers w/ Driver	Leave w/ Staff	#5 SUV		Alex Berry
PM Desserts						Robin H
TCP Cake	3:15 PM	3 Servers w/ Driver	Leave w/ 2nd wave FOH	#4 SUV		Andrew V
Late Night Snack						
Venue Bar	4:00 PM	Stuart, Kass & Nathan	Leave w/ Hot Apps / Salad/ Staff Coffee	#9 Benz		
Dinnerware						
Venue Kitchen	4:45 PM	Cody, Andrew & Alex	Leave w/ All Hot Food/ LNS	#6 Benz		
	Leave time TBD	Phoebe & Robin	Return w/ Staff & 2 warmers/ oven	#12 24' Lift		
		Nathan, Stuart	Return to PMHQ after dessert	#9 Benz		
		Kass, 3 Servers w/ Driver		#5 SUV		
			Stay to prepare LNS - Return w/ 1 Warmer	#6 Benz		
Pre Event Set Up		3 Servers w/ Driver		#4 SUV		
Sat, Dec 30		1 Servers w/ Mira	Staff Return to PMHQ estimated 2:30 am	#7 Benz		
IMPORTANT NOTES:	2 GF guests				Expo Contact: Ted	
					Planner: Steph	
					Logist Check	12/30
	t	s	d	v		

Creating the Fire Board

White board in the kitchen is divided into distinct sections for individual events.

The divisions include:

- party name
- destination
- hot food fire times
- guest count
- food leave times
- vehicles
- event leads

Latona (120) - Shadow Hill - Elaine

Cold Apps Leave @ 12:15 - Elaine (car)

Dinner Leaves @ 3:45 - Cody/Kellie (21 car)

Au Jus (all parties) - 12:00

Smash mix (all parties) - 1:00

French Sauce (all parties) - 1:30

Smash - 1:30

Top Round - 11:00 ✓

Spin Laz - 1:45

chx French - 2:30

Vegan Risotto medallions - 3:10

Paytash (65) GCM - Missy

Cold Apps Leave @ 1:00 - Missy (cargo 3)

Dinner Leaves @ 3:55 - Alex B. (SnG 3)

Spanakopita - (on-site)

chz Sauce (all parties) - 11:00 ✓

Smoked chx - 2:30

Pulled Pork - 2:30

H2O - 12:00

Dip mac - 3:20

Roast veg - 3:20

Pot wedge - 3:00

Thaxton (135) Albion - Rumbie

Cold Apps Leave @ 12:15 - Nathan (Benz 6)

Dinner Leaves @ 4:00 - Rylan/Crystal (Benz 7)

Jalapeno Puffs - (on-site)

Smash - 1:45

Top Round - 11:00 ✓

Herb chx - 2:30

Kids chx Fingers - 3:20

Roast Brussels - 3:15

Port Stacks (3) - 3:30

Timm (215) Varysburg - Mira

Cold Apps Leave @ 12:45 - Austin/Mikelle (Ramp 1)

Hot Apps Leave @ 2:30 - Laura/Shiela (car)

Dinner Leaves @ 4:15 - Robin (Ramp 4)

Buff Puff - 2:00

Top Round - 11:00 ✓

Red Laz - 2:45

chx French - 3:00

Roast Cauli/Broc - 3:30

Port Stack (2) - 3:30

Hong Dew (110) Lockstone - Keith

Cold Apps Leave @ 1:00 - Keith (Benz 8)

App Reinforcements @ 2:30 - Kirsten/Dan (sur 5)

Dinner Leaves @ 4:00 - Steve (SnG 2)

Bacon Scallops - (on-site) Beef Egg Rolls - (on-site)

Vodka Sauce - 1:30

Scallopini Sauce - 12:00

Smash - 1:30

Prime Rib - 11:00 ✓

chx Scallopini - 3:00

Dip torts - 3:30

Root veg - 3:20

Morris (140) Twin - Adria

Cold Apps Leave @ 1:15 - Beck/Mike (cargo 4)

Dinner Leaves @ 4:30 - Kayla/Margaret (car)

Dave B. (Ramp 3)

Pot wedge - 3:15

Top round - 11:00 ✓

chx parm - 2:30

Dip Penne - 4:10

Eggplant parm - 2:45

Wieme (190) Pomona - Charlotte

Cold Apps Leave @ 1:45 - Dan/Mike P. (cargo 6)

Hot Apps Leave @ 3:15 - Tessa/Elliott (car)

Dinner Leaves @ 4:45 - Sara/Stuart (cargo 5)

Veg shrooms - 2:40

Smash - 2:15

Top Round - 11:00 ✓

Herb chx - 3:15

Roast Veg - 4:15

Dip penne - 4:15

Marinara - 2:15

Dimonte (175) German House - Briar

Cold Apps Leave @ 1:30 - Jordan/Briar (SnG 1)

Hot Apps Leave @ 3:30 - Nicholas (car)

Dinner Leaves @ 5:00 - Dom (12 Box)

Buff Puff - 3:00 Pizzas - 3:10

Smoked chx - 3:30

Pulled Pork - 3:00

Dip mac - 4:30

Vegan "chx" parm - 4:00

Kids chx fingers (1) - 4:30

Port Stack - 4:30

Dietary chx breast - 4:00

Phillips (172) Genesee - Mikayla

Cold Apps Leave @ 11:45 - Mikayla (cargo 1)

Hot Apps Leave @ 2:15 - Kevin/Holly (car)

Dinner Leaves @ 4:15 - Andrew (Ramp 2)

Buff Puff - 1:45 Spin Dip - 1:15 Mac:chz Bites - 1:55

Smash - 1:30

Top Round - 11:00 ✓

Herb chx - 2:45

Vegan Eggplant parm - 2:45

Port Red Curry - 3:30

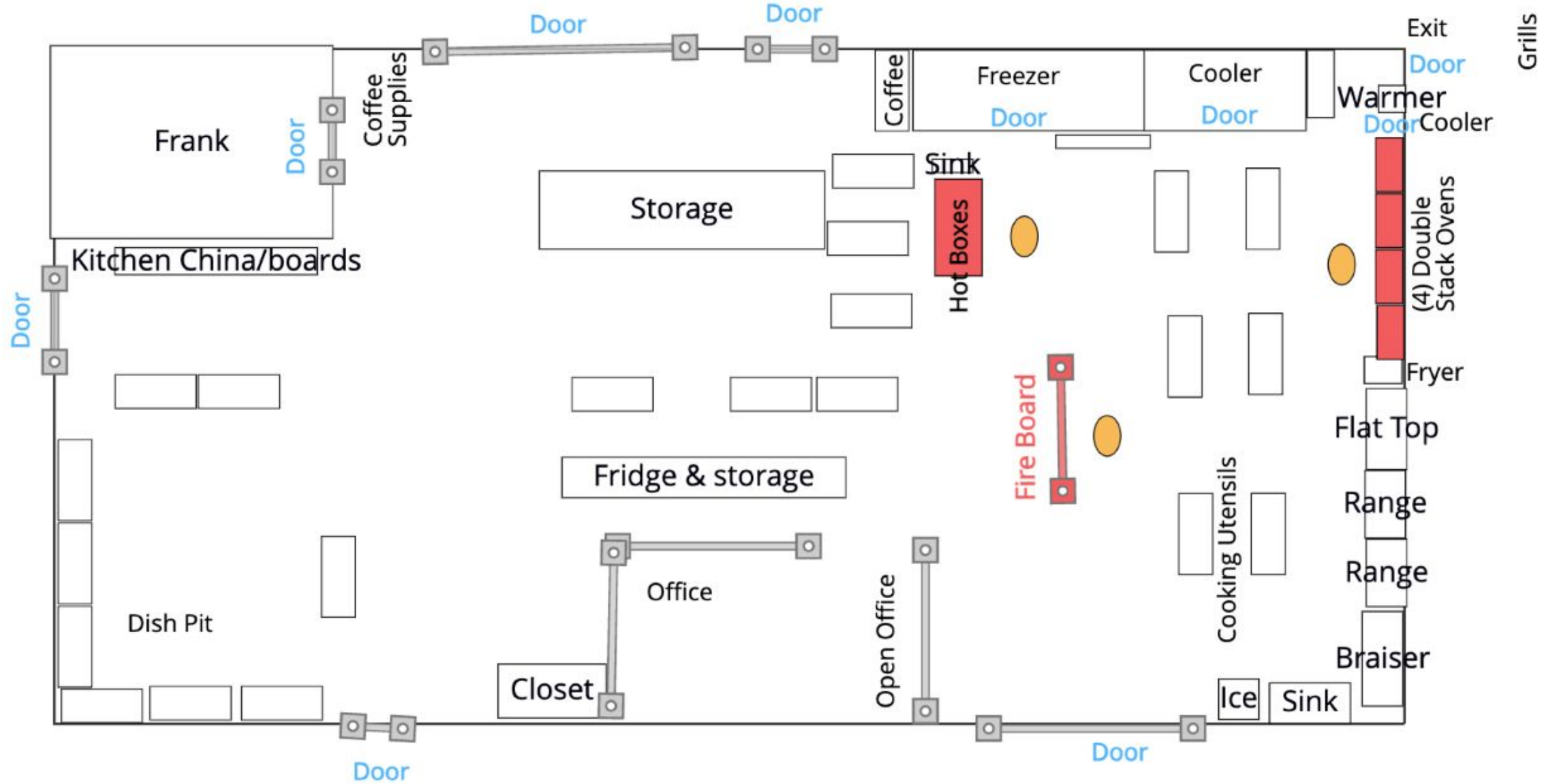
LWS Leaves @ 8:15 - Tama (car)

Day of event execution

The 3 points of contact for event day food execution.

- Fire Board calling fire times and rechecks on food.
- Oven observer constant organization of oven racks, food temps and listening for fire calls.
- Hotbox loading, organizing and labeling with specific event names and what how many pans of what food type.

Event Checklists.



CHECKLIST

left
@
12:24 p

Event Name: URMC

Date: Wed. Jan 17

Venue: Helenwood Hall

FOH:			Bambie, Michelle, Kayla, Amelia			
✓	Load In.	BOH In.	Leave Time: 12 ³⁰ p	Vehicle: #9, #5	Item Locations at (PM HQ):	Notes:
✓	OK	OK	All Gathered Totes		Gathered pile on dock	
✓	OK	OK	Catering Kit (2)		Gathered pile on dock	
✓	1	1	Coffee Kit		Gathered pile on dock	
✓	DA	DA	Creamers - in condiment tote (cold)		in large walk in	
✓			(2) blue jugs of water		last min shelf	
✓			Trays / Stands		gathered pile	
✓			Condiment Tote - (1) Cold, (1) Dry has creamers/produce		large walk in	
✓			(1) cooler of ice		gathered pile	
✓			Bar Kit		gathered pile	
✓			Bar Beverage Tote			
✓			(2) Bar Carts		next to coffee machine	
✓	DA	DA	produce decor tote - is in reg. condiment		in large walk in	
✓			regular coffee		you gotta brew it LOL	
✓			decaf coffee			
✓			antipasto platter/boards		large walk in	
✓			choc. chunk cookies		in 2 tote, last min	
✓			fufetti cookies			
✓			brownies		last min	
✓			antipasto totes - 1 dry, 1 cold		last min / lg walk in	
✓			quac + salsa tote - 1 dry, 1 cold		last min / lg walk in	
✓			antipasto vessels (dressing rack)		last min shelf	

Summary

Ensuring early organization is the cornerstone for seamless operations.

Creating and utilizing well-organized, easily comprehensible documents that all departments refer to leads to increased work efficiency.

Gathered items, food, vehicles and event staff would get missed without the use of checklists, Fire Board, Digital Board and staff communication.

The collaborative culture, teamwork and effective communication within all departments is vital for successful events.

Q & A