

Good practice		Yes	No	Action
1	Do you know your gross profit margin target on a weekly and monthly basis?			
2	Do you complete a costing of each new dish or recipe introduced to your menu?			
3	Do you analyse the contribution margin of dishes to your fixed and variable costs and do you encourage service staff to promote those with higher GP and contribution margins?			
4	Do you review menus regularly to ensure only seasonal produce is used where possible, to guarantee best price?			
5	Is your business applying smart purchasing and delivery practices including:			
	→ When purchasing, do you meet all suppliers regularly and negotiate supplier prices?			
	→ Do you have suppliers tender for the provision of certain goods and services to your business?			
	→ Do you ensure all deliveries are checked against order book or purchase order system?			
	→ Do you monitor discrepancies on delivery dockets against orders to check credit notes are correctly issued?			
	→ Do you weigh all product purchased by weight (without packaging such as cardboard, ice, etc.)?			

Kitchen cost management – good practice checklist (continued)

Good practice	Yes	No	Action
→ Do you ensure good stock control and rotation to prevent spoilage and wastage?			
→ Do you ensure all deliveries are checked against order book or purchase order system?			
→ Do you monitor discrepancies on delivery dockets against orders to ensure you get a credit note?			
→ Do you weigh all product purchased by weight (without packaging such as cardboard, ice, etc.)?			
6 Do you set standards for your kitchen by:			
→ Standardising recipes?			
→ Quantifying portion sizes?			
→ Standardising, monitoring and controlling staff meals?			

Kitchen cost management – good practice checklist (continued)

Good practice	Yes	No	Action
7 Do you apply good production practices including:			
→ Monitoring consistency in portions?			
→ Using standardised portioning and service ladles, spoons and scoops?			
→ Using leftovers effectively (in line with food safety guidelines)?			
→ Avoiding over-production of food?			
→ Using batch cooking for uncertain and low-demand periods?			
→ Managing and recording waste daily?			
→ Ensuring all food leaving the kitchen has a ticket?			
→ Ensuring that spot checks of all food wastage bins are carried out in all kitchens and back of house areas on a regular basis and keeping a log?			

Kitchen cost management – good practice checklist (continued)

Good practice	Yes	No	Action
8 Do your kitchen team's practices and behaviours demonstrate a real understanding of the energy and water costs of running your kitchen including:			
→ Does everyone in the team know the cost of running each piece of kitchen equipment?			
→ Do you and your staff know the heat time of each piece of cooking equipment to ensure it is not turned on earlier than required?			
→ Have you checked the temperature of your hot water to ensure it is not higher than the recommended H&S levels?			
→ Are you aware of your kitchen's water consumption?			
→ Does the team apply equipment start up and shut down schedules on key cooking and ventilation equipment, in accordance with levels of demand?			
→ Do you consider cooking methods that are less costly for lower demand times?			
→ Do you have access to use lower energy cost equipment in lower demand periods, e.g. a two-slice toaster Vs eight-slice toaster?			
→ If/When investing in kitchen equipment, do you consider running costs and energy efficiency levels as well as the purchase price in your decision (e.g. convection cooking and automatic standby options on equipment)?			
→ Do you ensure that all kitchen equipment, particularly fridges and freezers are properly calibrated and that routine checks are undertaken as appropriate?			

Kitchen cost management – good practice checklist (continued)

Good practice	Yes	No	Action
→ Do you ensure that all fire safety equipment, i.e. fire blankets, extinguishers, Ansul or other fire suppression systems are in good working order and that the logbooks on same are always up to date?			
→ Do you ensure that grease traps are emptied regularly and that kitchen smoke ducts are cleaned in accordance with the schedules in place?			
→ Do you limit dishwashing to full loads and reduce operating times in low demand periods?			
→ Does everyone turn off equipment when not in use, rather than leaving it on standby?			
→ Do you turn off lights if/where appropriate natural daylight is available?			
→ Do you use a variable speed on your ventilation and extraction and apply the speed correctly and according to demand?			
→ Do you maintain and have repaired any leaking or dripping taps?			
→ Does everyone ensure taps are not left running (do you where possible use sensor or trigger activated types)?			
→ Does everyone ensure stoppers are used in sinks to avoid wasting water?			

Kitchen cost management – good practice checklist (continued)

Good practice	Yes	No	Action
→ Is the team careful in avoiding over or under filling fridges or freezers, to ensure they operate efficiently and circulate air correctly? (Remember, if stock levels are low, try transferring to a smaller fridge and turn off the larger unit, for cleaning or maintenance.)			
→ Do all staff minimise the amount of time they access walk-in fridges and freezers?			
→ Do you have heavy duty strip curtains on your walk-in refrigeration and freezer units?			
→ Do you use insulated night covers, or lids on all cold display units between customer service times?			
→ Do you and your team, manage and control your kitchen waste well?			
→ Do you and the team know the weight and the cost of your waste disposal on a) a weekly/monthly basis and b) a cost per kg or ton?			
→ Do you segregate waste by type and regularly weigh waste levels – raw food, cooked food, plastics, tins, paper and cardboard, other?			
→ Do you use clear plastic waste containers to monitor waste levels?			
→ Do you compost or recycle relevant waste types?			
→ Do you ensure suppliers remove all packaging, thus reducing your waste management costs?			

Notes