CHEF LEE CULINARY

Kitchen launch checklist

Use this worksheet to prepare a food business launch or relaunch. Mark each item Ready, In progress or Needs help, then bring the gaps to a consultancy discussion.

Business name and planned opening date

_____

Planning area	Check before your launch	Status
Concept	Define the customer, occasion, menu style and likely spend.	
Menu	Choose a practical opening menu and identify dishes needing trials.	
Recipes	Record portions, methods, yields and presentation for each dish.	
Costs	Confirm supplier pack sizes and prices, then cost each portion.	
Pricing	Compare recipe cost, service workload and intended selling price.	
Suppliers	Agree ordering, substitutions, delivery days and backup options.	
Equipment	Check capacity, storage, layout and maintenance needs.	
Team	Match prep, service and closing tasks to the planned rota.	

This is a planning worksheet. Use current Food Standards Agency guidance and your local authority for requirements that apply to your business.

Operations and your next actions

Choose the gaps that could delay opening or make service difficult. Assign a person and a date to each action.

Operational area	Check with your team	Status
Food safety	Review documented procedures, training and daily records.	
Allergens	Keep supplier evidence and recipe information current. Flag missing information for verification.	
Cleaning	Assign cleaning tasks, checks and replenishment responsibilities.	
Service	Run a realistic trial of the opening menu and ticket flow.	
Opening admin	Check registration, permissions and relevant arrangements with the appropriate authority.	

Priority action	Owner	Due date

Discuss your launch with Lee

Call 07702 567835 or email info@chefleeculinary.com.

https://www.chefleeculinary.com/chef-consultancy-lancashire

Lee can help with concept development, menus, recipes, costing, kitchen workflow and opening preparation. MenuForge can support ongoing recipe and menu costing after the project.

Food Standards Agency business hygiene guidance