Ngon Ngon’s Quality Control Check Lists

Date:../……../……..

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| Opening: | | | | |
| No. | Area | Activities | Sign | Note |
| 1 | Kitchen | Checking all food kept in fridge since yesterday. Ensure they are in good condition  Checking by taste all of them:   * Grill Pork * Grill Chicken * Mushroom * Cucumber * Carrot * Others |  |  |
| 2 | Kitchen | Preparing vegetables, herbs for lunch time (This list is most of things are easy be forgotten by staffs)   * Mix herbs ( mint + coriander) * Papaya and carrots * Mango * Mix Salad * Peanuts |  |  |
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| Lunch Break: | | | | |
| 1 | Kitchen | Checking the cleaning is done properly by staff. Make sure all the food container is close. Watering the vegetable if it is necessary. |  |  |
| 2 | Stock room | Labeling all the food is delivered today. |  |  |
| 3 | Stock room | Tidy the walk-in fridge. |  |  |
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| Early Evening | | | | |
| 1 | Kitchen | Preparing food, vegetables for dinner time.(This list is most of things are easy be forgotten by staffs)   * Hoisin sauce * Mix herbs (mint + coriander) * Papaya and carrots * Mango * Mix Salad * Peanuts * Mix crushed chilies and garlic * Pancake |  |  |
| 2 | Preparation room | Ensure the fish kept in the fridge are in good condition and ready to cook   * Seabass * Seabream |  |  |
| 3 | Toilet | Cleanness check |  |  |
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| Closing: | | | | |
| 1 | Kitchen | Checking the cleaning is done properly by staffs |  |  |
| 2 | Kitchen | Labeling all the food left over. Ensure they all in good condition and kept properly in the fridge. |  |  |
| 3 | Stock Room | Cleanness check |  |  |
| 4 | Drinks room | Cleanness check |  |  |
| 5 | Toilet | Cleanness check |  |  |
| 6 | Extra | Doing the weekly tasks if necessary |  |  |