VIP Private Kitchen - Task Descriptions

Based on Requirements:

1. Dish Creation
2. Daily Meal Planning
3. Meal Review Process
4. Menu Adjustment
5. Dish Rating and Feedback

---

1. DISH CREATION TASKS

Task 1.1: Create New Dish Entry

Work Description:

- Input dish name and title
- Provide detailed dish description explaining flavors, ingredients, and culinary approach
- Document cooking method (grilled, sautéed, baked, etc.)
- Note dish category (appetizer, main, side, dessert)
- Set dish difficulty level if applicable
- Assign preparation time required
- Assign cooking time required
- Add any special notes or variations
- Enable dish to be saved as draft or published

Task 1.2: Document Protein Specifications

Work Description:

- Identify protein ingredient(s) in the dish
- Record protein name (e.g., salmon, chicken breast, tofu)
- Document protein quantity in grams or ounces
- Record protein source/quality (farm-raised, grass-fed, organic, etc.)

- Note cooking temperature/doneness for protein
- Document protein cooking method
- Record nutritional information for protein (if tracked)
- Add any protein-specific preparation notes
- Flag if protein has allergen concerns

Task 1.3: Document Carbohydrate Specifications

Work Description:

- Identify carbohydrate ingredient(s) in the dish
- Record carb name (e.g., risotto, pasta, potato, grain)
- Document quantity of carbohydrates
- Note carb source and quality
- Document cooking method and time
- Record texture goal (al dente, creamy, firm, etc.)
- Add any special preparation or flavoring for carbs
- Document portion size
- Note any dietary considerations (gluten-free, whole grain, etc.)

Task 1.4: Document Fat Specifications

Work Description:

- Identify fat sources in the dish (oil, butter, cream, nuts, etc.)
- Record fat ingredient name and quantity
- Document fat type and quality (olive oil, butter, etc.)
- Note cooking temperature limits if applicable
- Record health/dietary considerations
- Document flavor contribution of fat
- Add preparation method (toasted, infused, etc.)
- Note if fat is for cooking, finishing, or both

- Record nutritional information if tracked

Task 1.5: Upload Dish Photos

Work Description:

- Take high-quality photos of finished dish
- Capture dish from multiple angles if desired
- Ensure proper lighting and presentation
- Upload photos to dish profile
- Set primary photo to display first
- Organize photos in order (plated, components, etc.)
- Add captions or descriptions to photos if needed
- Compress photos for system efficiency
- Ensure photos meet quality standards

Task 1.6: Write Dish Description

Work Description:

- Write detailed description of dish for internal use
- Describe flavors and taste profile
- Explain cooking techniques used
- Note ingredient quality or sourcing
- Describe plating and presentation style
- Include any special stories or inspirations
- Explain how dish accommodates dietary needs
- Note seasonal availability if applicable
- Make description clear and engaging
- Keep description concise but comprehensive

---

2. DAILY MEAL PLANNING TASKS

Task 2.1: Create Daily Meal Plan

Work Description:

- Select date for meal planning
- Determine meal slots for the day (breakfast, lunch, dinner, etc.)
- Identify any special occasions or themes for the day
- Note any dietary requirements or restrictions to accommodate
- Check guest availability and preferences
- Review ingredient availability
- Plan for ingredient freshness and rotation
- Ensure variety from previous days' meals
- Set meal timing and coordination

Task 2.2: Select Dishes for Each Meal

Work Description:

- Browse available dishes from recipe library
- Filter dishes by meal type (appetizer, main, side, dessert)
- Select main protein dish for meal
- Select complementary side dishes
- Select vegetables or salad component
- Select bread or starch if applicable
- Select dessert or sweet course
- Verify each selected dish fits the day's theme
- Ensure selected dishes can be prepared simultaneously
- Confirm adequate time for preparation

Task 2.3: Plan Themed Meals

Work Description:

- Identify theme for the day (Italian week, seafood focus, etc.)

- Select dishes that align with theme
- Ensure complementary flavors across courses
- Plan wines or beverage pairings if applicable
- Create cohesive dining experience
- Balance traditional and innovative elements
- Document theme and rationale
- Communicate theme to kitchen staff
- Create attractive presentation consistent with theme

Task 2.4: Customize Meals for Dietary Requirements

Work Description:

- Review dietary needs of residents/guests for the day
- Identify which guests have specific requirements
- Select or modify dishes to accommodate each requirement
- Create alternatives for guests with restrictions
- Document substitutions or modifications made
- Ensure modified dishes maintain quality and appeal
- Verify no cross-contamination with allergens
- Communicate dietary accommodations to kitchen
- Flag any challenging accommodations for discussion

Task 2.5: Assemble Meal Course Structure

Work Description:

- Organize selected dishes into logical course order
- Determine course timing and spacing
- Plan progression of flavors (light to heavy, etc.)
- Sequence courses for optimal dining experience
- Ensure adequate preparation time between courses
- Coordinate kitchen workflow for course timing

- Plan serving temperature for each course
- Document final meal structure
- Create meal service flowchart if needed

---

3. MEAL REVIEW PROCESS TASKS

Task 3.1: Review Meal Composition

Work Description:

- Examine daily meal plan created by chef
- Verify course selection and order
- Assess flavor progression and balance
- Review dietary requirement accommodations
- Check against any VIP preferences or requests
- Verify theme consistency and execution
- Assess overall dining experience design
- Identify any concerns or improvements needed
- Provide feedback to chef if needed

Task 3.2: Review Individual Dishes in Meals

Work Description:

- Examine each dish in the planned meal
- Verify dish specifications match documented standards
- Check protein preparation method and doneness
- Review carbohydrate and fat components
- Verify portion sizes are appropriate
- Assess presentation and plating standards
- Check for dietary requirement alignment
- Identify any modifications needed
- Verify all components are present

Task 3.3: Reject Dishes or Meals

Work Description:

- Identify specific dish or meal that doesn't meet standards
- Document reason for rejection
- Explain quality or consistency concerns
- Specify what needs to be corrected
- Suggest improvements or alternatives
- Provide rejection feedback to chef
- Request replacement or modification
- Set deadline for resolution
- Document rejection in meal planning record

Task 3.4: Request Changes to Dishes or Meals

Work Description:

- Identify specific aspect needing modification
- Describe requested change in detail
- Explain reason for requested change
- Suggest specific alternatives if applicable
- Note if change impacts other menu items
- Communicate change request to chef
- Discuss feasibility and timeline
- Document requested changes
- Follow up on implementation of changes

Task 3.5: Approve Dishes and Meals

Work Description:

- Confirm dish or meal meets all quality standards

- Verify all components and specifications are correct
- Approve dietary requirement accommodations
- Verify portion sizes and presentation
- Confirm theme consistency
- Give final approval for service
- Document approval decision
- Communicate approval to kitchen and service staff
- Mark meal plan as ready for service

Task 3.6: Provide Review Feedback and Comments

Work Description:

- Write detailed feedback on reviewed dishes
- Highlight strengths and positive elements
- Identify areas for improvement
- Provide specific, actionable suggestions
- Explain feedback rationale
- Suggest alternatives if relevant
- Praise exceptional execution
- Offer constructive criticism
- Record feedback for chef reference
- Make feedback available for team learning

---

4. MENU ADJUSTMENT TASKS

Task 4.1: Analyze Feedback and Requests

Work Description:

- Collect feedback from all reviewers
- Organize feedback by dish or theme
- Identify common requests or concerns

- Analyze patterns in feedback
- Prioritize most important changes
- Review specific comments and suggestions
- Assess impact of requested changes
- Discuss with team before implementing
- Document feedback analysis

Task 4.2: Modify Dish Based on Feedback

Work Description:

- Review specific feedback for dish
- Identify which elements need modification
- Determine modification approach
- Update dish specifications
- Adjust proteins, carbs, or fats if needed
- Modify cooking methods or times if needed
- Update portion sizes if requested
- Revise plating or presentation
- Test modified dish before re-introducing
- Update dish documentation with changes

Task 4.3: Update Menu Based on Requests

Work Description:

- Review all requests for menu adjustments
- Prioritize which changes to implement
- Update daily meal plan with new selections
- Replace underperforming dishes
- Add newly approved dishes
- Remove discontinued items
- Reorder courses if timing needs adjustment

- Verify updated menu still meets dietary needs
- Ensure updated menu maintains quality standards
- Communicate menu updates to staff

Task 4.4: Revise Recipe Documentation

Work Description:

- Update recipe with approved modifications
- Revise ingredient lists and quantities
- Update cooking methods and times
- Modify portion sizes in recipe
- Update nutrition information if affected
- Revise plating and presentation instructions
- Add new variations created
- Update photography if dish changed significantly
- Archive previous version of recipe
- Communicate recipe updates to kitchen team

Task 4.5: Implement Dynamic Menu Changes

Work Description:

- Create process for adapting menu to feedback
- Establish timeline for menu adjustments
- Create version control for menu changes
- Document all modifications made
- Communicate changes to all relevant staff
- Train team on modified dishes
- Update printed menus or displays
- Gather feedback on changes implemented
- Refine process based on results

5. DISH RATING AND FEEDBACK TASKS

Task 5.1: Rate Dishes with Star System

Work Description:

- Establish rating scale (1-5 stars or similar)
- Define rating criteria (taste, presentation, execution, etc.)
- Rate each dish after service or review
- Consider overall quality and consistency
- Factor in how well dish meets standards
- Provide rating from reviewer perspective
- Allow separate ratings for different criteria if needed
- Record rating in system
- Track ratings over time for trending

Task 5.2: Add Detailed Comments and Feedback

Work Description:

- Write comments describing dish quality
- Document what was done particularly well
- Identify any issues or concerns encountered
- Provide specific feedback on taste and flavor
- Comment on texture and preparation
- Note presentation and plating quality
- Add suggestions for improvement
- Explain reasoning behind rating
- Make feedback constructive and actionable
- Include any personal notes or observations

Task 5.3: View Ratings and Feedback Summary

Work Description:

- Access dashboard showing all dish ratings
- View average rating for each dish
- See trend of ratings over time
- Read comments from different reviewers
- Filter ratings by reviewer or date range
- Compare ratings across similar dishes
- Identify highest and lowest rated dishes
- Analyze rating patterns
- Use data for menu planning decisions

Task 5.4: Identify Excellence and Improvement Areas

Work Description:

- Review ratings and feedback to identify top-performing dishes
- Recognize dishes that consistently receive high ratings
- Identify dishes needing improvement based on ratings
- Analyze feedback for common improvement themes
- Determine which dishes to feature or repeat
- Identify which dishes to modify or replace
- Celebrate and promote excellent dishes
- Create action plans for improvement
- Share excellence recognition with chef

Task 5.5: Track Feedback Trends Over Time

Work Description:

- Monitor how ratings change week to week
- Identify seasonal trends in dish popularity
- Track impact of menu modifications on ratings

- Compare different reviewer perspectives
- Analyze feedback for emerging patterns
- Note any declining dish performance
- Identify newly popular dishes
- Track improvement of previously modified dishes
- Use trends for strategic menu planning

Task 5.6: Establish Feedback Loop with Kitchen

Work Description:

- Share rating results with chef and kitchen team
- Discuss feedback in team meetings
- Celebrate high-rated dishes
- Discuss improvement areas constructively
- Brainstorm solutions for low-rated items
- Acknowledge team's hard work
- Use feedback for staff development
- Create ongoing dialogue about quality
- Document decisions made based on feedback
- Follow up on implemented improvements

TASK SUMMARY TABLE

Task Category	Number of Tasks	Total Tasks
Dish Creation	6 tasks	6
Daily Meal Planning	5 tasks	5
Meal Review Process	6 tasks	6
Menu Adjustment	5 tasks	5
Dish Rating & Feedback	6 tasks	6

Task Category	Number of Tasks	Total Tasks
GRAND TOTAL		**28 TASKS**

ROLE-TO-TASK MAPPING

Kitchen Owner / Manager Tasks

- ✓ Review meal composition
- ✓ Review individual dishes
- ✓ Reject/approve dishes and meals
- ✓ Request menu changes
- ✓ Analyze feedback and trends
- ✓ Rate dishes
- ✓ Provide detailed feedback

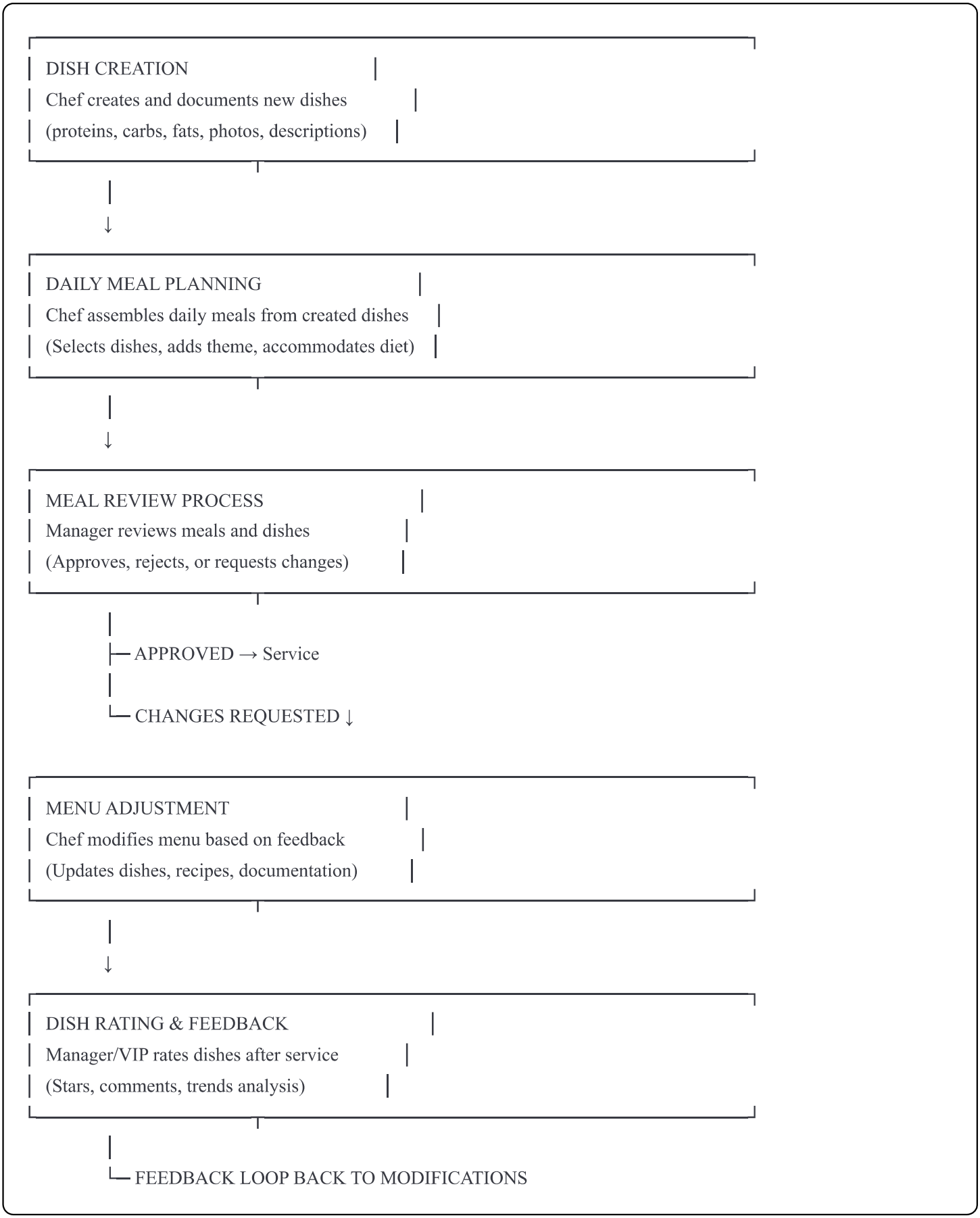
Head Chef Tasks

- ✓ Create new dishes
- ✓ Document nutritional specifications
- ✓ Create daily meal plans
- ✓ Select dishes for meals
- ✓ Plan themed meals
- ✓ Customize for dietary requirements
- ✓ Modify dishes based on feedback
- ✓ Update recipe documentation
- ✓ View ratings and implement improvements

Sous Chef Tasks

- ✓ Assist in dish creation
- ✓ Execute planned meals
- ✓ Provide feedback for ratings
- ✓ Implement documented modifications

WORKFLOW OVERVIEW



KEY TASK CHARACTERISTICS

Dish Creation Tasks:

- Focus: Documentation and specification
- Owner: Head Chef
- Frequency: Ongoing as new dishes created
- Objective: Build comprehensive dish library

Daily Meal Planning Tasks:

- Focus: Selection and customization
- Owner: Head Chef
- Frequency: Daily
- Objective: Create optimized meals for the day

Meal Review Tasks:

- Focus: Quality assurance and approval
- Owner: Kitchen Owner/Manager
- Frequency: Before each meal service
- Objective: Maintain culinary standards

Menu Adjustment Tasks:

- Focus: Continuous improvement
- Owner: Head Chef + Kitchen Owner
- Frequency: As feedback warrants
- Objective: Responsive and evolving menu

Rating & Feedback Tasks:

- Focus: Performance measurement
- Owner: Kitchen Owner/Manager + VIPs
- Frequency: After each meal service
- Objective: Track quality and drive improvement