Mise en place station checklist

What should be on the station before service, where it goes, how much, and where the backup is kept.

STATION	SERVICE	DATE	SET UP BY	CHECKED BY	TIME READY

Tick OK when the item is on the station, in the amount set, labelled and in date. Cross SHORT when it is not, top it up from the backup and say so in the notes.

This is a set-up check, not a prep list: it does not work out how much to make. For that, use the free kitchen prep sheet (par minus on hand) at chefsums.com/templates/kitchen-prep-sheet-template.

ITEM AND SPEC	WHERE ON THE STATION	HOW MUCH	BACKUP: WHERE THE REST IS	CHECK OK	CHECK SHORT	NOTES
				☐	☐	
				☐	☐	
				☐	☐	
				☐	☐	
				☐	☐	
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				☐	☐	

Worked example

A fish station set up for dinner: the same list as the example in the Excel version. Use your own items, places and amounts.

STATION	SERVICE	DATE	SET UP BY	CHECKED BY	TIME READY
Fish	Dinner		AB		

ITEM AND SPEC	WHERE ON THE STATION	HOW MUCH	BACKUP: WHERE THE REST IS	CHECK OK	CHECK SHORT	NOTES
Salmon portions, 170 g, skin on	Fridge drawer 1, left, 1/3 gastro	12 portions	Walk-in, shelf 2, labelled tray	☑	☐	
Hake portions, 160 g	Fridge drawer 1, right, 1/3 gastro	8 portions	Walk-in, shelf 2	☑	☐	
Mussels, cleaned	Fridge drawer 2, 1/2 gastro	2 kg	Walk-in, bottom shelf	☑	☐	
Samphire, picked	Fridge drawer 2, 1/6 gastro	400 g	Walk-in, veg rack	☐	☒	150 g on station: top up from walk-in
Shallots, fine dice	Rail, 1/9 gastro, front	300 g	Larder fridge, top shelf	☑	☐	
Salsa verde	Rail, squeeze bottle	500 ml	Larder fridge, top shelf	☑	☐	
Lemon wedges, pips out	Rail, 1/9 gastro	24 wedges	Larder fridge	☑	☐	
Clarified butter	By the stove, 1/9 gastro	500 ml	Walk-in, dairy shelf	☑	☐	
Flaky sea salt	Rail, salt pot	1 full pot	Dry store, shelf 3	☑	☐	
Fish slices and tongs	Station drawer	2 of each	Pot wash rack	☑	☐	
Probe thermometer and probe wipes	Station drawer	1 probe, full tub	Pass drawer	☐	☒	Wipes dried out: new tub from the pass
Sanitiser spray and clean cloths	Under the counter, right	1 bottle, 6 cloths	Cleaning cupboard	☐	☐	
Tasting spoons	Pot by the stove	20	Pot wash rack	☐	☐	

WHAT THE EXCEL VERSION SAYS

Station status: 9 of 13 ready, 2 short or missing, 2 not checked yet.

The samphire is short (150 g on the station against 400 g) and the probe wipes have dried out, so both are fixed from the backup and noted. The sanitiser, cloths and tasting spoons have not been checked yet. The station is ready for service when every line is ticked OK.