Daily Prep List

Date _____ **Day** _____ **Prepped by** _____

1. Count what's **on hand**
2. **Par − On hand** = what to prep
3. **Initial** when it's done

ITEM	UNIT	PAR	ON HAND	PREP	DONE

Example: Friday par for pico is 6 qt. You have 2 qt on hand → **prep 4 qt.**

Count it, don't guess. · **Label and date everything.** · **First in, first out.** · Zero or less? Skip it.

Par Chart

Fill in once. Post it where the prep cooks can see it. Update it every week.

HOW TO SET A PAR

1. For **two weeks**, count what's left of each item at close. Started with − left over = used.
2. Par for each day = **average use for that day + 10–20% cushion**.
3. Short shelf life (pico, cut herbs) gets a smaller cushion.

EVERY WEEK

- **Thrown out?** Lower that par.
- **Ran out?** Raise it.
- **Holiday, catering, big event?** Raise that day only.

ITEM	UNIT	MON	TUE	WED	THU	FRI	SAT	SUN