

Prep list and par sheet

Write each station's prep from its par and what's on hand, and work out what to order so stock lasts until the next delivery.

Prep and order: the sheet to fill in

Use the prep list each morning, station by station, and the order sheet each time you count stock and place an order.

Date

Days covered (for the list)
Used for an item left blank

1. Prep list by station

Before prep starts: count what's on hand, write what to prep, and tick each item when it's done.

A Station	B Item	C Unit	D Par	E On hand	F Prep = D – E, not below 0	G Who	H Done
							☐
							☐
							☐
							☐
							☐
							☐
							☐
							☐
							☐
							☐

2. Order sheet: par levels

Days covered: the days the order has to last, from the day you count your stock and place the order until the next delivery after this one arrives (the days until this delivery arrives plus the days between deliveries).

A Item	B Unit	C Use per day	D Days covered Blank: the list's	E Safety stock	F Par = C × D + E, rounded up	G On hand	H Order = F – G, not below 0	I Pack size	J Packs = H ÷ I, rounded up

The example, filled in, and how each figure is worked out

A made-up kitchen, open 6 days a week, ordering to last 3 days unless an item says otherwise. 2 of 3 items need an order. To order: Chicken thighs: 30 lb (3 packs); Burger buns: 84 each (7 packs).

1. Prep list by station

A Station	B Item	C Unit	D Par	E On hand	F Prep = D – E, not below 0	G Who	H Done
Line	Diced onions	qt	4	1.5	2.5	Maria	☒
Line	Sliced tomatoes	qt	3	1	2	Maria	☐
Grill	Burger patties, 6 oz	each	60	42	18	Sam	☒
Fry	Cut fries	lb	20	25	0	Sam	☐

2. Order sheet: par levels

A Item	B Unit	C Use per day	D Days covered Blank: the list's	E Safety stock	F Par = C × D + E, rounded up	G On hand	H Order = F – G, not below 0	I Pack size	J Packs = H ÷ I, rounded up
Chicken thighs	lb	14		5	47	22	25	10	3
Burger buns	each	60	4	24	264	190	74	12	7
Yellow onions	lb	12.5			37.5	45	0		

The formulas in words

Prep = par – on hand, never below 0.

Par = use per day × days covered + safety stock, rounded up to two decimals. Use per day from a week's use: the week's use ÷ the days you're open.

Order = par – on hand, never below 0. Packs = order ÷ pack size, rounded up to a whole pack.

Days covered: the days the order has to last, from the day you count your stock and place the order until the next delivery after this one arrives (the days until this delivery arrives plus the days between deliveries).

The example worked through

Diced onions: $4 - 1.5 = 2.5$ qt.

Sliced tomatoes: $3 - 1 = 2$ qt.

Burger patties, 6 oz: $60 - 42 = 18$ each.

Cut fries: $20 - 25$ is below 0, so nothing to prep.

Chicken thighs: Par: $84 \text{ a week} \div 6 \text{ days open} = 14 \text{ a day} \times 3 \text{ days} + 5 \text{ safety} = 47 \text{ lb}$. On hand 22, so 25 short: 3 packs of 10 = 30 lb.

Burger buns: Par: $60 \text{ a day} \times 4 \text{ days} + 24 \text{ safety} = 264 \text{ each}$. On hand 190, so 74 short: 7 packs of 12 = 84 each.

Yellow onions: Par: $12.5 \text{ a day} \times 3 \text{ days} = 37.5 \text{ lb}$. On hand 45, which covers it: nothing to order.