

CHEF EXPERTISE

Leadership and Daily Routines Toolkit

Introduction

Strong leadership and consistent daily routines are the backbone of a high-performing kitchen. This toolkit is designed to help restaurant owners and managers establish effective leadership practices, set clear roles, and implement structured routines that drive team alignment and operational success. Use this resource to build a culture of collaboration, accountability, and growth in your kitchen.

Pre-Shift Meetings and Team Check-Ins Template

Purpose: Foster communication, align goals, and address immediate challenges before each service.

Template

1. **Duration:** 5-10 minutes.
 2. **Participants:** All on-shift kitchen staff and front-of-house managers.
 3. **Agenda:**
 - **Welcome and Motivational Opening:** Recognize achievements from the previous day.
 - **Daily Goals:** Outline key objectives for the shift (e.g., timing, special events, or new menu items).
 - **Menu Updates:** Highlight specials, 86'd items, or any new dishes.
 - **Challenges:** Address specific issues like prep shortages or staffing concerns.
 - **Team Assignments:** Confirm stations and roles.
 - **Q&A:** Allow team members to voice questions or concerns.
 4. **Closing:** End on a positive note, emphasizing teamwork and focus.
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Guidelines for Setting Clear Roles and Responsibilities

1. **Define Each Role:** Clearly document the responsibilities for each kitchen position, from line cooks to sous chefs.
 - Example: *Prep Cook* – Ensure ingredients are cleaned, cut, and portioned according to recipes.
2. **Communicate Expectations:** During onboarding and performance reviews, ensure staff understand their roles.

3. **Cross-Training:** Train team members on multiple stations to provide flexibility and coverage.
 4. **Accountability:** Use a checklist for daily and shift-specific tasks, assigning ownership to each role.
 - Example: *Dishwasher* – End-of-shift duties include cleaning the grease trap, sanitizing sinks, and restocking detergent.
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Leadership Development Tips for Kitchen Managers

1. **Lead by Example:**
 - Model professionalism, punctuality, and work ethic.
 - Demonstrate how to handle high-pressure situations calmly and effectively.
 2. **Communicate Effectively:**
 - Provide clear, concise instructions during service.
 - Practice active listening—encourage team feedback and input.
 3. **Offer Constructive Feedback:**
 - Use the "sandwich method": start with a positive, address the issue, and end with encouragement.
 - Schedule monthly one-on-one meetings to discuss performance and career goals.
 4. **Foster a Growth Mindset:**
 - Encourage team members to take on new challenges and responsibilities.
 - Provide access to training opportunities, like culinary workshops or leadership seminars.
 5. **Build Team Morale:**
 - Celebrate wins, both big and small, like meeting a sales target or successfully launching a new menu item.
 - Host team-building activities outside of work, such as a cook-off or casual staff meal.
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Daily Leadership Routine Checklist

Task	Timing	Notes
Conduct pre-shift meeting	Before each shift	Use the provided agenda template.
Review daily prep tasks	Morning/Prep shift	Verify alignment with service needs.
Check staff attendance	Shift start	Ensure all stations are adequately covered.
Observe team performance	During service	Provide real-time feedback as needed.
Debrief with the team	Post-shift	Address successes and challenges.
Update logs and schedules	End of day	Record issues and update prep sheets.

Leadership is the key to kitchen success, and Chefxpertise is here to help. From one-on-one coaching to comprehensive training programs, we're ready to elevate your team's potential.

Take your kitchen leadership to the next level and [Schedule a Free 13-Point Assessment](#) to discover how we can transform your team and operations.

Empower your leaders. Empower your kitchen.