

Daily Prep Guide

Prep to the forecast, not to habit.

HOW TO USE THIS SHEET

- Fill in today's forecasted covers before prep begins — pull the number from POS history, reservations, or the events calendar, not last Tuesday's memory.
- Use each item's tested yield % (see the reference table below) to convert a forecast into an accurate raw-product prep quantity.
- Record the actual prepped quantity and the variance against forecast — a recurring over-prep on one item is the fastest pattern to catch and fix.
- Log any usable leftover prep in the End-of-Day Carryover table so it becomes tomorrow's special or stock, not tonight's bin.

Date:	Forecasted covers (today):	Covers (same day last week):	Event / weather notes:
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Yield-Testing Quick Reference

Step	Formula	Example
1. Weigh raw	Weigh the item as delivered, before any trimming.	Carrots, untrimmed: 3.0 kg
2. Weigh usable	Weigh what remains after peeling / trimming / portioning.	Usable carrot: 2.34 kg
3. Calculate yield %	Usable weight ÷ raw weight × 100	2.34 ÷ 3.0 × 100 = 78% yield
4. Set the prep par	Forecast usable qty needed ÷ yield % = raw qty to order/pull.	Need 5 kg usable ÷ 0.78 = 6.4 kg raw

Today's Prep List

Station	Item	Yield %	Par / Cover	Forecast Qty Needed	Prepped Qty	Variance	Prepped By

Station	Item	Yield %	Par / Cover	Forecast Qty Needed	Prepped Qty	Variance	Prepped By

End-of-Day Carryover

Anything usable that's left over at close goes here — repurposed into tomorrow's prep, a special, staff meal, or the donation pickup — before it becomes waste.

Item	Qty Remaining	Usable For (repurpose idea)	Action	Responsible