

Catering Handover

TIME MANAGEMENT · RANK THE FOUR

Jasmine is writing the shift handover note at the catering kitchen prep table while the evening crew loads insulated carriers. The lunch order for the training center is packed except for twelve vegetarian wraps waiting on the speed rack. The printed tray labels were supposed to be clipped to the order sleeve, but that clip is empty. The supervisor said the next crew can finish the wrap trays if the handover note is clear. Jasmine can either pause to search the label drawer or leave a precise note and flag the missing labels aloud. Both choices keep the job moving, but the wrong first step could make the next crew unpack finished trays.

Rank the four actions from first to last by what Jasmine should do soonest.

- [ ] Search the label drawer and the order sleeve for one quick pass, without opening packed carriers.
- [ ] Write the handover note with the order, the twelve vegetarian wraps, and the missing printed tray labels.
- [ ] Tell the supervisor or incoming crew lead that the printed tray labels are missing.
- [ ] Move on to a lower-priority note about emptying the sanitizer bucket and wiping the prep table.

Recommended order:

1. Search the label drawer and the order sleeve for one quick pass, without opening packed carriers.
2. Write the handover note with the order, the twelve vegetarian wraps, and the missing printed tray labels.
3. Tell the supervisor or incoming crew lead that the printed tray labels are missing.
4. Move on to a lower-priority note about emptying the sanitizer bucket and wiping the prep table.

Think about it: What information would make the missing labels easiest for the next crew to handle?

TEACHER NOTE

Recommended order is 1, 2, 3, 4. A quick check of the likely places may solve the problem without disturbing finished work, then the handover note should give exact details. Speaking to the supervisor or incoming lead backs up the written note, while the routine cleanup note can wait.

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