



Kitchen management skills

Plan your timing and prepare your work area before cooking.



01 Plan methods and timing

Read the recipe. Check which jobs take longest and when to start each one.



02 Prepare bin and sink

Keep a scrap bowl or bin close. Clear the sink and have washing-up equipment ready.



03 Set up the board

Use a damp paper towel or non-slip mat. Keep raw and ready-to-eat food separate.



04 Prepare all ingredients

Gather, measure and prepare ingredients before cooking. Keep cold food chilled.

EXAMPLE ONLY: oven on; prep 10 min; bake 30 min.
During baking: cook rice 10 min; plate up 5 min.
Follow your recipe and packet for actual times.



Use cooking time well

Cook, clear scraps and prepare to serve while staying nearby.



05 Cook and check

Follow the recipe. Stay nearby, stir regularly and use a timer.



06 Clean between tasks

Clear scraps, wipe the bench and wash dishes as you go. Clean between raw and ready-to-eat foods.



07 Multitask while cooking

Keep checking and stirring food. Tidy up, wash dishes and prepare plates while you wait.



08 Serve, store, then finish

Dish up meals. Put leftovers away within 2 hours. After the meal, finish cleaning and take rubbish out last.

Leave general floor cleaning until the meal is eaten and food put away. Clean spills straight away.