
THE 5-MINUTE DAILY LINE-UP

A five-minute back-of-house huddle: set the day, name the priorities, clear the blockers. Print one per shift for whoever runs the morning.

Date _____ Day lead _____

On the line _____

1. Crew and load check

In today: _____

Out today: _____

Open / close coverage: _____

Yesterday's load, how did the list land, what carried over and who owns it:

2. Production priorities (from the morning inventory)

☐ First bake / high-turn items first, then the core menu

☐ Batter and prep counts confirmed correct before mixing

#1 priority: _____

#2 priority: _____

#3 priority: _____

3. Station assignments

Bake: _____

Decoration: _____

Cake assembly: _____

Fills / finishing: _____

Dish / reset: _____

4. Special orders due today

Order: _____

Order: _____

☐ Components staged and on the pipeline

Where do we cap it if the day gets tight: _____

5. Hiring and training focus

Open roles / shortlist to share: _____

Who is training and on what: _____

6. Standards and stock

☐ Cases reset to planogram, photo ready

☐ Displays and staging stocked to par

☐ Stations clean as you go

Stock / par checks (name items): _____

7. Blockers and needs from ownership

Close

☐ Everyone clear on their first task

☐ Owner of any blocker named

For the weekly meeting: _____