

# Re-opening Checklist

Our team is here to help you every step of the way, but there are some important actions you should be thinking about when looking to operate successfully but also safely.

## The Kitchen

- 1 Wash all chef whites, kitchen aprons and hats.
- 2 Check levels of PPE and order more if necessary, we now stock a comprehensive range!
- 3 Train employees on how to use cleaning materials including the basics such as washing their hands and wearing PPE correctly.
- 4 Give the kitchen a deep clean!
- 5 Make final checks ready for kitchen set up.

## Front of House

- 1 Cleaning again is vitally important, we now stock all the cleaning essentials.
- 2 Make sure all allergen information is up to date and readily available. You can do this by logging into your kff online account via [www.kff.co.uk](http://www.kff.co.uk).
- 3 Make anti-bacterial wipes and gel readily available for both staff and customers.
- 4 Are staff aware of any new procedures? Limited head count, new menu items etc.

# Marketing

- 1 Decide on an opening/launch day to work towards.
- 2 What channels do you have to work with? (Social media, word of mouth, outlet display, customer email addresses) you'll need to use all of these!
- 3 In all communication mention new procedures you have put in place to ensure customer safety at all times.
- 4 Launch your advertising campaign!

# Menu & Offering

- 1 Check stocks, is anything out of date?
- 2 Review anticipated levels of trading.
- 3 Identify food and non-food required.

**Place an order with us via our website or dedicated telephone sales team.**

*We're here to help!*

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**[www.kff.co.uk](http://www.kff.co.uk)** or call **01622 612345**

Opening Hours 8:30am - 5:00pm  
**NEW** minimum contact delivery service