

Remember there is no such thing as a SMALL CHANGE



Every change will have the butterfly effect, remember to ask:

- ✓ **Will it change any recipes? What stations will it effect?**
Print off new recipe copies for staff, change production and prep lists and write notes in station logs.
- ✓ **Will it require any stickers or signage to change?**
Tell POS about any price changes, product name changes and signage needs.
- ✓ **Does it affect the ingredient sign posted for customers?**
Check for all existing copies of signage and replace them all. Don't forget to list any allergens on your signage.
- ✓ **Will it affect your customer base?**
Use social media to let customers know what you are doing and why.
- ✓ **Will it require ingredients to be added or deleted from inventory?**
Let your buyer know to order new product and use up all existing ingredients before discontinuing a product.

Remember, you can't over communicate changes! Email all leaders, talk about changes at your daily meeting, and write every change in station and department logs.