

CATERING PACKAGING HANDOFF CHECKLIST



Before the order leaves the restaurant, confirm:

- ☐ **All items are accounted for**
Verify the full order against the ticket, including food, beverages, sides, and add-ons.
- ☐ **Containers are closed and secure**
Check lids, seals, and packaging for anything loose, damaged, or likely to leak.
- ☐ **Hot and cold items are separated**
Keep different temperature needs in mind when organizing the order.
- ☐ **Liquids and beverages are protected**
Make sure drinks, sauces, soups, and other liquids are upright and stable.
- ☐ **Packages are clearly labeled**
Confirm customer names, order numbers, package counts, and other necessary identifiers are easy to see.
- ☐ **Serving essentials are included**
Check for utensils, cutlery, napkins, condiments, and any other items required with the order.
- ☐ **Setup supplies are packed**
Include racks, heat sources, serving pieces, or other setup materials when needed.
- ☐ **The order is organized for delivery**
Group related items together and make sure nothing is packed in a way that could be crushed or damaged.
- ☐ **The full order can be handled safely**
Confirm bags and boxes are not overloaded and can be carried and transported without unnecessary rehandling.

The order is ready for handoff.

Complete one final count before releasing it for delivery.