Preparation Status Handoff

An incomplete task needs an accepted adult transfer.

Describe the actual state before assigning the next action.

Hypothetical example: the departing adult points to the last completed measuring step, identifies a separate topping, and the receiving adult accepts the remaining preparation after checking the recipe and handling facts.

01 Locate the exact task

Identify the recipe and last action actually completed.

Recipe and current version

Last completed step

Departing adult and reason for transfer

02 Show the actual state

Identify components, additions and unresolved facts.

Prepared components and contents

Measured but unadded ingredients

Addition or handling fact still uncertain

Preparation Status Handoff / Review & follow-through

03 Accept the next duty

Resolve required facts and agree on the next responsible action.

Verified handling instruction needed

Next agreed action

Receiving adult and acceptance

04 Close the handoff

Record the accepted transfer and communicate a changed meal.

Time and place of acceptance

Meal change communicated

Unresolved question and person handling it