

MENU PRINTING PROCEDURES AND RESPONSIBILITIES

BANQUET MENU REQUESTS

PROCESS	RESPONSIBILITY
Compilation of menu as per customer request from banquet sales	Executive chef or executive sous chef
Typesetting and input of menu	F & b manager
Menu translation (if applicable)	F & b manager and executive chef
Customer liaison	Banquet sales coordinator
Further modification to menu as per customer request	Executive chef or executive sous chef

A LA CARTE MENUS-PRINTED IN HOUSE

PROCESS	RESPONSIBILITY
Initial typesetting and input of menu content	Executive Chef and f & b manager
Editing of menu draft copy	Food & beverage manager, executive chef
Menu translations (if applicable)	Food and beverage manager Executive chef
Approval of final copy (including spelling, grammar & pricing)	Food and beverage manager
Printing menu	P R manager
Completion of micros application forms	Restaurant manager and sous chef in charge
Approval of micros Application forms	Food and beverage manager
Submission of micros application forms to IT manager	Executive chef and food and beverage manager

SET MENUS RETAURANT OUTLET FUNCTIONS

PROCESS	RESPONSIBILITY
Initial typesetting and input of menu content	Sous chef in charge with executive chef
Editing of menu draft copy	Sous chef in charge and restaurant manager
Menu translation(if applicable)	Sous chef in charge with executive chef and restaurant manager
Final approval of menu	Food and beverage manager and executive chef
Submission of menu to customer and further liaison	Restaurant manager
Further modification to menu as per customer request	Executive chef and restaurant manager