

	<b>RESOURCE LIBRARY - KITCHEN</b> <b>Kitchen Management</b>	<i>CODE:</i> 03.15.012 <i>EDITION:</i> 1 <i>PAGE</i> 1 OF 2
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## TRAINING RECORDS

### **PURPOSE:**

To monitor all training activities and keep an accurate record of all the staff as to their training level, training accomplishments and training needs.

### **PROCEDURE:**

The Culinary Trainer will open a training record sheet for each member of staff. This sheet will record the training accomplishments and training needs.

### **PERSONS RESPONSIBLE:**

Executive Sous Chef  
 Senior Sous Chef  
 Executive Pastry Chef

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## **DEPARTMENTAL TRAINER**

**Purpose:**

To upgrade and maintain high service standards.

To be responsible for training activities in the Kitchen.

**Procedure:**

Executive Sous Chef will select and nominate the most senior and/ or qualified staff in his kitchen with training qualities to be his/her kitchen department trainer.

The selection will be made after the nominee has totally agreed to and understood his/her responsibilities.

If nobody is qualified or accepts the position, the executive sous chef will be automatically responsible for his/her kitchen training activities.

**Persons Responsible:**

Executive Sous Chef  
 Executive Pastry Chef  
 Senior Sous Chef  
 Sous Chef