

	RESOURCE LIBRARY - KITCHEN Kitchen Management	<i>CODE:</i> 03.15.012
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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