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WEEKLY ROSTERS

Purpose :

To ensure optimum staffing coverage for each kitchen.
To aid in the planning and control of staffing numbers during busy periods.
To provide efficient service to our guests at all times.

Procedure:

All rosters must be submitted to the Executive Chef for approval and posted one weeks before the start of the new roster period. This roster will cover a four week cycle for the coming period.

A copy of every outlet roster is displayed in the Chef's Office.

Any sudden changes in roster configuration have to be discussed with the employee before the actual change is done and approved by the Executive Chef.

Wednesday & Thursday are normally the most busy period of the week and NO Senior staff should roster off for these days without prior consent from the Executive Chef before the roster is finalized.

Rosters must be done separately for every kitchen. It is the responsibility of the Sous Chef to keep the daily attendance record up to date and to note any discrepancies. Employees are not to organize a roster swap with their fellow colleagues without prior approval from the Executive Sous Chef / Senior Sous Chef and respective Executive Chef.

This Weekly roster takes the weekly occupancy forecast, group movements and banquet forecast. Into consideration.

Persons Responsible :

Executive Sous Chef
Executive Pastry Chef
Senior Sous Chef
Sous Chef

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KITCHEN MANAGEMENT COVERAGE

Purpose :

To ensure proper management coverage of all the outlets kitchens so that the operation runs smoothly at all times.

Procedure :

There should always be one senior person on duty in each outlet kitchens (restaurants and banquet), to represent each respective area and ensure 100% coverage during all hours of the operation.

The Executive Sous Chef and Senior Sous Chef (in the absence of the Executive Sous Chef), should always be scheduled peak periods of the operation.

The management coverage should also be reflected in the weekly roster. Any changes to this roster need to be approved by the Chef's Office.

Due to the long hours within the Food & Beverage operation, flexible scheduling should be adopted.

Persons Responsible :

Executive Sous Chef
Senior Sous Chef
Sous Chefs