

	<b>RESOURCE LIBRARY - KITCHEN</b> <b>Kitchen Management</b>	<i>CODE:</i> 03.15.017 <i>EDITION:</i> 1 <i>PAGE</i> 1 OF 1
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## QUARTERLY OBJECTIVE REVIEW

### **Purpose :**

To provide an opportunity for the Restaurant Manager, Assistant Food & Beverage Manager and the respective Executive Sous Chef and Outlet Sous Chef to review the operations of each individual outlets.

To discuss whenever the previous objectives and strategies set for the quarter have been achieved and, if not, what actions need to be taken.

### **Procedure :**

The Quarterly Objective Review is conducted between the aforementioned managers no later than the 15<sup>th</sup> of the month after the end of each quarter.

The Restaurant Manager and Executive Sous Chef should schedule the review and allow sufficient time for preparation by the outlet Manager / Outlet Sous Chef

The review should be on a one-to-one basis and should be conducted in a comfortable environment.

Objectives and strategies established for the previous quarter will be reviewed to investigate whether they have been achieved. If the objectives and strategies have not been achieved, an action plan established by the Assistant Food & Beverage Manager, Executive Sous Chef, outlet Manager and Outlet Sous Chef will be developed. The action plan should incorporate the following areas and be minute with copies to the Executive Chef & Food and Beverage Manager :

- A. Revenue**
- B. Departmental Profit**
- C. Training Plan**
- D. Objectives & Strategies in accordance with the business & marketing plans**

### **Persons Responsible :**

Assistant Food & Beverage Manager  
 Executive Sous Chef  
 Outlet Manager  
 Outlet Sous Chef