

	<b>RESOURCE LIBRARY - KITCHEN</b> <b>Kitchen Management</b>	<i>CODE:</i> 03.15.023 <i>EDITION:</i> 1 <i>PAGE</i> 1 OF 4
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## PRODUCTION SYSTEM & STOCK CONTROL

Computerization of the food requisition, food and beverage.

Check is an integrated system which is superior to any other existing system on the market today. Individually, there are computer systems which handle many of check functions, but no one is as fully integrated as check.

The term integrated pertains to a computer which uses the same database for all of its function from purchasing, receiving, and storage through to issuing and finally to cashiering.

Management reports can therefore be produced in a fast efficient manner which can then assist such as you to manage more effectively.

Let's look at this system department by department.

### PURCHASING

The purchasing module produces daily printed purchase lists.

This replaces the market list of the manual system. All purchase orders are produced on the computer, eliminating the need for typewritten forms.

The computer provides an analysis of vendors and inventory items, and interfaces directly with various accounting functions.

### RECEIVING

Receiving is also fully computerized.

The system provides the receiving clerks with expected delivery reports and produces all of the receiving records and summaries. On receipt of goods the computer allocates the charges directly to the appropriate kitchen outlets or department.

### STOREROOMS

Items may be requisitioned directly by an outlet or department by using a computer terminal.

The computer then charges issued directly to each outlet or department. It also auto-converts ingredients for semi-processed items.

The computer also produces reports for:

Slow moving items

On hand quantities

On order quantities

### CHEFS

The executive chef, executive sous chef and sous chef in charge are able to input a recipe into the system and obtain immediate recipe costing.

The system can also produce menu cost analysis reports and daily potential and actual food cost reports.

**KITCHEN PRODUCTION SYSTEM- INTRODUCTION****RECEIVING**

Goods are received at the loading bay, sorted and if necessary repacked into appropriate containers. Purchasing department ensure that quality of items purchased correspond to the quality requested by the kitchen.

They are then weighed with all details written down on the computer generated purchase order which also serves as the receiving record.

All goods are immediately entered in the computer as **received**.

All goods then move from the loading bay to one of the following three areas:

Storage either refrigerated, beverage or food

Commissary kitchen productions areas for immediate processing

Directly to kitchens if ordered on a direct request list.

**STOREROOMS**

The storage area shelves are to be stocked as a supermarket with some of the goods taken out of boxes and arranged for easy identification and issuing.

There is access space between the aisles for the issuing trolley. All storage areas have computer printed labels which help with the organization of the shelves and efficiency of the issuing process.

All shelves are arranged by purchase list to facilitate re-ordering and stock taking.

**THE COMMISSARY WORK FLOW**

The organizational and physical structures require a very systematic approach, which is in no way designed to reduce flexibility or limit creativity, but will require an organized and planned operation.

The commissary system starts with the outlet menu.

This menu defines the product line which will be offered for sale.

The products themselves are defined by the outlet recipes.

Accurately and responsibly written, these will list every ingredient used by that outlet, whether it is a purchased item from the store department or a converted item produced in the commissary in case a conversion recipe will need to be written.

Both of these items must be clearly specified by the sous chef in charge to the commissary/stores department as product specifications. At the same time as specifying the exact product Requirements, the chefs de cuisine will also state their preference for packaging specifications.

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## PRODUCTION AREAS

The production areas in the commissary kitchen include

- vegetable preparation kitchen

The production areas in the banquet main kitchen include

- bakery, pastry and chocolate area
- garde manger
- fish and meat preparation kitchen
- cook chill, vacuum and kitchen preparation
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the final stage of this supermarket is the issuing desk, or check out counter where every good is weighed, issued immediately, charged to the respective outlets and recorded in the computer.

Lets look at these areas in greater detail.

### VEGETABLE PRODUCTION AREA

The vegetable production area is where vegetables are washed, peeled and cut for the outlets prior to packing in plastic bags or containers. This sort of work is best done by relatively unskilled people or kitchen hands working in clearly defined areas.

- a weighing machine such as that found in supermarkets is used which prints the name of the product, the computer item, the date packed and the weight of the product.
- the processed vegetables are packed in standardized packages which are ready for issuing . experience has shown us that the use of plastic, reusable container provide a better storage system and more efficient use of limited storage space in outlet fridges.
- the items are placed in the holding area s walk-in fridge with access from both sides for ease of issuing.

### MEAT AND FISH PRODUCTION AREAS

The meat and fish production area is where meat and fish are washed, gutted and cut for the outlets prior to packing in plastic bags or containers.

- a weighing machine such as that found in supermarkets is used which prints the name of the product, the computer item, the date packed and the weight of the product.
- The processed meat and fish are packed in standardized packages which are ready for issuing. experience has shown that the use of plastic, reusable containers provide a better storage system and more efficient use of limited storage space in outlets fridges.

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- The items are placed in holding area's walk-in fridge with access from both sides for ease of issuing.

## OUTLET KITCHENS

Outlets kitchens have also been designed to be compact and use only daily inventories. The purpose of the outlet kitchen is to provide the best and freshest products in the most cost efficient way.

## DECENTRALISED DATA ENTRY

**A good of the decentralized responsibility for data entry into the computer is essential..  
The cost control department oversees all data entry**

## NO NO'S OF THE COMMISSARY KITCHEN AND STOREROOMS:

- 1 No non-inventory items will be purchased without an approved purchase request.
- 2 No items will be purchased unless they are input into check.
- 3 No items will be received without purchase orders.
- 4 No items will be received without proper checking of quality and quantity
- 5 No goods will be issued without a requisition from the requesting department.
- 6 No conversions will be issued until conversion recipes are already created before issue.
- 7 No employees from any other department, except storeroom personnel are to take anything out of the commissary.
- 8 No requisition is auctioned without a signature from the receiving department.