

	RESOURCE LIBRARY - KITCHEN Kitchen Management	CODE: 03.15.024
		EDITION: 1
		PAGE 1 OF 9

STOREROOM REQUISITION ISSUING

The kitchen department will adhere to all the policies and procedures established by stores department at The hotel the purpose of these policies and procedures is to ensure the all items issued from the commissary are recorded. It is a policy of the commissary kitchen that no items are issued without a proper requisition.

PROCEDURES

Each department has to input the requisition into the computer the day before the issue is required . the requisition must include the following information.

- Name of requesting department
- Name of issuing department
- Date requested
- Date of entry
- Item No
- Description of item
- Quantity requested
- Unit of measure
- Comments

Once the goods have been issued (which means either having been delivered by the commissary kitchen or having been picked up by stores department), the cost of the goods will be allocated to the appropriate department via the computer by the issuing clerk.

If requisition has not been raised the day before, but goods are desperately required, an emergency requisition can be placed into the computer. The commissary kitchen and stores department need to be informed of the requisition number by phone. At the same time, the delivery time can be arranged as these requisition cannot be delivered as normal.(the delivery schedule has to be maintained)

ISSUING PROCEDURES

The kitchen department will adhere to all the policies and procedures established by the commissary kitchen at The Hotel. The purpose is to proceed with the daily work and to ensure there is sufficient time for training and follow ups.

	RESOURCE LIBRARY - KITCHEN Kitchen Management	<i>CODE:</i> 03.15.024
		<i>EDITION:</i> 1
		<i>PAGE</i> 2 OF 9

PROCEDURES

- All requisition have to be entered into the computer the day before the request delivery date
- The issuing clerk will print all the commissary requisitions (up to the Fidelio programme) for issue the following day as per the issuing schedule and (up to the Fidelio) for issues in the afternoon as per the issuing schedule. No issues will take place without a printed requisition. The requisition are approved via the computer.
- The goods will then be by a store room clerk in the sequence of the delivery schedule. They sign the form under “issued by”
- The goods will then be delivered by stores. The receiving department signs the requisition form under “received” and may keep the second copy of the form for their file. The top copy of the requisition goes back to the stores department for cost allocation via the computer.

Note: coordinate with the Stores manager.

PAR STOCK

The butcher will keep a par-stock of the most current products for 2 days for the restaurants. Fresh fish will be ordered on a daily basis and sent to the requesting kitchens as per their order.

During periods of big cover fluctuations par-stock will be increased to 4 days. This will allow advance production, allowing a much better utilization of staff available. Producing during low business days and issuing during busy bays.

IMPORTANT

No raw minced meat or hamburger must be kept longer than one day

ORDERING TIME

All pre-cut meat requirements for the a la carte restaurants will be ordered.
All items for buffets or daily menus requiring larger quantities and preparation times must be ordered 2 days in advance.

Banqueting will order all the pre-cut meat and special fish requirements from butcher one week in advance.

The aforementioned measures will assist in production planning and the controlling of expenses.

	RESOURCE LIBRARY - KITCHEN Kitchen Management	CODE: 03.15.024
		EDITION: 1
		PAGE 3 OF 9

DIRECT MARKET LIST

Due to the very high price and irregular consumption all fresh fish for the kitchen will be ordered on direct market list.

The chef of the samurai restaurant will prepare the market list (overseas items) by Weekly basic for the next week and again approval from the chef's office. One additional market list will be completed on the close of business and sent directly to the requesting kitchens for processing. This will allow us to keep the expensive life fish stocks to a minimum. All direct lists will be approved by the executive chef before they are sent to purchasing. A market list which has not been approved will not be processed. Exceptions when the late night market list (for local items) is processed by the duty chef.

COMMISSARY REQUISITION

All kitchens will order all current vegetables requirements through the commissary.

The exception to this rule will be the seasonal vegetables for the restaurant which will be ordered on direct market list (overseas items).

All vegetables for the kitchens which are only going to be used on special occasions will also be ordered on direct market list.

NEW PRODUCT RECIPE SPECIFICATION FORM

All sous chef in charge must fill out the product recipe specification form, indicating the size, packaging and the expected daily consumption of the required product. No vegetable will be issued unless a product recipe specification form cut or there is a change in weight in weight for a particular portion cut. The portion sizes required in the different kitchens will be coordinated through chef's office and commissary chef to avoid too many different cuts.

The commissary kitchen will issue clean uncut vegetable for those kitchens requiring only small quantities of a particular vegetable cut. This special cutting will be done in the requesting kitchen.

CUTTING AND PACKAGING

All vegetables issued from the commissary will be pre-cut as per the product recipe specification form and properly packed in vacuum bag or container to prevent spoilage. The vacuum bag or the container will be labelled indicating the date, the weight and the ordering kitchens on trays, properly covered with foil. The outlet kitchen will return all containers to commissary for the further use. All vegetables which do not require processing will be issued directly by stores.

Sliced fruits will be sending on trays and unprocessed fruits will be placed in containers. Juices for breakfast buffet consumption will be dispatched in 5 litre container and for the eventual a la carte service in the restaurant in 1 litre or 2 litre containers. All containers to be send back to commissary cleaned.

Exception vegetable requirements for the restaurant. The vegetables will be sent to these kitchens directly after receiving and will be processed by the cooks in the outlets.

	RESOURCE LIBRARY - KITCHEN Kitchen Management	<i>CODE:</i> 03.15.024
		<i>EDITION:</i> 1
		<i>PAGE</i> 4 OF 9

PAR STOCK

The commissary will keep a par-stock of the most current products for 2 days for the restaurants. Fresh herbs will be ordered on a daily basis and sent to the requesting kitchens as per their order.

During periods of big cover fluctuations par-stock will be increased to 4 days. This will allow advance production, allowing a much better utilization of staff available. Producing during low business days and issuing during busy bays.

ORDERING TIME

All pre-cut vegetables requirements for the a la carte restaurants will be ordered.

All items for buffets or daily menus requiring larger quantities and preparation times must be ordered 2 days in advance.

Banqueting will order all the pre-cut meat and special fish requirements from butcher one week in advance.

The aforementioned measures will assist in production planning and the controlling of expenses.

DIRECT MARKET LIST

All standards exotic fruits and vegetables for the restaurant will be kept in stock in the commissary fridge and issued in an unprocessed state to the kitchens.

Due to the very high price and irregular consumption all fresh fruits and vegetables for the restaurant kitchen will be ordered on direct market list.

The chef of the restaurant will prepare the market list by Weekly basic for the next week and again approval from the chef's office. All direct lists will be approved by the executive chef before they are sent to purchasing. A market list which has not been approved will not be processed.

PASTRY REQUISITION

All kitchens will order all pastry requirements through the commissary. Every sous chef in charge should discuss new desserts on the menu with the executive pastry and bakery chef.

NEW PRODUCT RECIPE SPECIFICATION FORM

All sous chef in charge must fill out the product recipe specification form, indicating the size, the expected daily consumption of the required product. No pastry products will be issued unless a product recipe specification form has been filled out. The pastry items required in the different kitchens will be coordinated through chef's office and the executive pastry and bakery chef to avoid too many different products.

	RESOURCE LIBRARY - KITCHEN Kitchen Management	CODE: 03.15.024
		EDITION: 1
		PAGE 5 OF 9

ISSUING AND PACKAGING

A la carte and menu desserts requirements

The pastry kitchen will issue all ingredients needed for a recipe in bulk packaging for a minimum of 10 portions. The assembling of the dessert will be done in the requesting kitchen by the cooks. All packaging must have date of issuing market on it.

Buffet requirements for restaurants

All food required for buffet will be placed on the service platters by the pastry department and dispatched to the kitchens on trolleys. It is the responsibility of the outlet sous chef in charge to collect their requirements from the pastry at specified times. All fruit requirements on the restaurant buffets will be requested and prepared by the outlets kitchen. The outlet cooks will set up the buffet.

Banquet set menus requirements

The pastry cooks will plate all the desserts required by the banquet for every function. The banquet cooks will assist whenever possible. The plating can be pre-done in the pastry plating area and finished on service.

Banquets buffet pastry requirements

All pastry food required for buffets will be placed on the service platters by the pastry department. The pastry cooks will also care of setting up the desserts section on the buffet. All fruits requirements on the banquet desserts buffets will be requested and prepared by the pastry kitchen.

PAR STOCK

Pastry will keep a par-stock of the most current products for 2 days for the restaurants.

During periods of big cover fluctuations par-stock will be increased to 4 days. This will allow advance production, allowing a much better utilization of staff available. Producing during low business days and issuing during busy days.

ODERING TIME

All desserts requirements for the a la carte restaurants will be ordered.
 All items for buffets or daily menus requiring larger quantities and preparation times must be ordered 2 days in advance. Buffet will be issued for every meal period.
 Banqueting will order all the dough for wrapping meat and special fish requirements.

This will assist in production planning and the controlling of expenses.

DIRECT MARKET LIST

The direct market list will only be used for special seasonal products.
 All direct lists will be approved by the executive chef before they are sent to purchasing. A market list which has not been approved will not be processed.

	RESOURCE LIBRARY - KITCHEN Kitchen Management	<i>CODE:</i> 03.15.024
		<i>EDITION:</i> 1
		<i>PAGE</i> 6 OF 9

V I P S E T U P

Room service will prepare the recipes for all the VIP room set ups. The rooms division will order the daily required VIP set up and will be charged accordingly.

BAKERY REQUISITION

All kitchens will order all bakery requirements through the commissary. Every sous chef in charge should discuss new breads on the menu with the executive pastry and bakery chef.

NEW PRODUCT RECIPE SPECIFICATION FORM

All sous chef in charge must fill out the product recipe specification form, indicating the size, the expected daily consumption of the required product.

No bakery products will be issued unless a product recipe specification form has been filled out. The bakery items required in the different kitchens will be coordinated through chef's office and the executive pastry and bakery chef to avoid too many different products.

ISSUING AND PACKAGING

A la carte and desserts menu requirements

The bakery kitchen will issue all ingredients needed for a recipe in bulk packaging for a minimum of 25 portions. the breads will be done in the requesting kitchen by the cooks.
All packaging must have date of issuing market on it.

Buffet requirements for restaurants

All breads required for buffet will be placed on the plastic containers by the bakery department and dispatched to the kitchens on trolleys. It is the responsibility of the outlet sous chef in charge to collect their requirements from the bakery at specified times. All breads requirements on the restaurant buffets will be requested and prepared by the outlets kitchen. The outlet cooks will set up the buffet.

Banquet set menus requirements

The bakery cooks will send all the breads required by the banquet for every function. The banquet cooks will assist whenever possible.

Banquets buffet pastry requirements

All breads required for buffets will be placed on the plastic container by the bakery department. The bakery cooks will also care of setting up the breads section on the buffet.

	RESOURCE LIBRARY - KITCHEN Kitchen Management	<i>CODE:</i> 03.15.024
		<i>EDITION:</i> 1
		<i>PAGE</i> 7 OF 9

PAR STOCK

Bakery will keep a par-stock of the most current products for 2 days in freezer.

ODERING TIME

All breads requirements for the a la carte restaurants will be ordered. The day before.
 All items for buffets or daily menus requiring larger quantities and preparation times must be ordered.
 Buffet will be issued for every meal period.
 Banqueting will order all the dough for wrapping meat and special fish requirements.

This will assist in production planning and the controlling of expenses.

DIRECT MARKET LIST

No direct markets list for bakery, all products need to be fresh for every meal.

	RESOURCE LIBRARY - KITCHEN Kitchen Management	CODE: 03.15.024
		EDITION: 1
		PAGE 8 OF 9

FOOD REQUISITION FROM OTHER KITCHENS

At The hotel there is a main kitchen which prepares all the basic sauces and soup for the outlet kitchens. Finishing will be done in each outlet kitchen due to the uniqueness of taste which each sous chef in charge creates. The cook chill kitchen will act as a support kitchen for all restaurant kitchens.

The production kitchen will prepare the following items for all outlet kitchens.

HOT KITCHEN

- Basic chicken stock
- Basic beef stock
- Basic brown veal stock
- Basic brown chicken stock
- Hot Mezza & Arabic basic Arabic food
- All other preparations will be done by the outlets kitchens
- All wet dishes from the cook chill kitchen for staff dining, azure buffet and the patio buffet
- All sous vide production for the a la carte kitchens

COLD KITCHEN

- Basic mayonnaise sauce
- French dressing
- Balsamic dressing
- 1000 island dressing
- Vinaigrette
- All cold food required for the restaurants

PRODUCT SPECIFICATION

The production kitchen will use the same recipe for each kinds of basic stock. The sous chef in charge will use this as a base for all preparation in his/her kitchen. All restaurants will have the same salad cycle, base on the production. This will allow the hotel to streamline the production and always have fresh products on the buffets.

PACKAGING

Hot kitchen

All stocks will be packaged in 5 litre or 2 litre containers supplies by the outlet.

Cold kitchen

The requesting kitchens will go to the banquet cold kitchen with appropriate container to pick-up all the cold sauces and dressings.

The cold food and salad bowls and will be picked up by the outlet kitchen cooks.

The buffets will be set up by the outlet cooks.

	RESOURCE LIBRARY - KITCHEN Kitchen Management	<i>CODE:</i> 03.15.024
		<i>EDITION:</i> 1
		<i>PAGE</i> 9 OF 9

PAR STOCK

The production hot kitchen will keep a par-stock of the most current stock for 3 days for the restaurants.

The production cold kitchen will keep a par-stock of the most current salad for 3 days for the restaurants.

During periods of big cover fluctuations par-stock will be increased to 4 days. This will allow advance production, allowing a much better utilization of staff available. Producing during low business days and issuing during busy bays.

ORDERING TIME

All hot kitchen production and cold kitchen production requirements for restaurants will be ordered by 3pm the day before and issued at 10am The following day. Should a kitchen require exceptionally large quantity of a particular item, it should be requested one week in advance using the check transfer system form to allow enough preparation time. The salad requirements will be ordered by the sous chef in charge one day in advance through the check transfer system.

The banquet production kitchen will record the issued quantity on the inventory movement form and the receiving kitchens will sign for the items.

PICK-UP

It is the responsibility of the individual outlets to organize pick up from the production kitchen.