

	RESOURCE LIBRARY - KITCHEN Kitchen Management	<i>CODE:</i> 03.15.025
		<i>EDITION:</i> 1
		<i>PAGE</i> 1 OF 1

OPERATING SUPPLIES

All operating supplies will be ordered by way of the standard materials requisition procedures.

Each outlets will have a maximum working par stock that will be replenished when necessary. As operating supplies is a controllable cost, it is of utmost importance that the sous chef in charge carefully monitor and control the usage of all operating supplies in order to minimize cost and maximize the profit.

OPERATING EQUIPMENT

All operating equipment will be requisitioned from the storeroom. Operating equipment is one of the major expenses which needs to be strictly controlled.

In order to control the operating equipment expenses, an operating equipment requisition form must be filled out by the outlet manager and be given to the food & beverage office for approval.

If the food & beverage office approves the operating equipment request it is then forwarded the purchasing department.