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PROCEDURES FOR REQUISITIONING OPERATING EQUIPMENT FOR FUNCTIONS

The purposes of these procedures are

To provide FOH outlets BOH kitchens with a clear understanding to as to how to requisition operating equipment for functions

To enable the stewarding department to collect such requests and deliver then to the relevant areas in a timely and correct manner.

Front of house areas include all restaurants and bars

Back of house areas include all kitchens and executive functions in addition to other offices at the hotel and outside catering functions.

PROCEDURE

1. all requests will be completed on an operating equipment requisition form and authorized by the outlet manager/sous chef in charge a sample of the requisition forms are attached.
2. all completed requisition will clearly state quantities, item description and the date and time of the requirement.
3. the requisition will be delivered from the stewarding supervisor 24hours prior to the commencement of the function. Stewarding supervisor are available on telephone ext....
4. requests will be received by the stewarding supervisor, stamped with the date and placed on the functions clipboard along with the function notice.
5. the supervisor will then check and ensure that all items request are available in-house and in case of any shortfall, obtain approval from the Chief Steward to hire or requisition from general store such items that are required to complete the function requisition.
6. four hours prior to the function all equipments as per the requisition, is to be available in the stewarding store/office. All such equipment will be inspected by the stewarding supervisor for correctness of items, quantity, cleanliness and presentation. The Hotel standards require that all crockery, cutlery, glassware and silverware are clean and polished before delivery.
7. all equipment will be delivered to the outlets at the time indicated on the requisition. All deliveries will be checked and accepted by the outlets manager/sous chef in charge

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8. on the completion of the function, the outlet manager/sous chef in charge will ensure that all equipment delivered for the function is returned to the environmental service supervisor.
9. any breakage or loss will be charged to the outlet. The outlet crockery breakage report form will be used for this purpose
10. all in house equipment will be returned to storage and hired equipment will be checked and returned to the hirer.