

MEETINGS AND BRIEFINGS

The following meetings will take place in the Food & Beverage Department :

- Kitchen Daily Operation Meeting
- Daily Kitchen Briefing
- Banquet Meeting
- Outlet Communication Meeting
- Food & Beverage Senior Management Meeting
- Kitchen Management Weekly Meeting

KITCHEN DAILY OPERATION MEETING**Purpose :**

To assemble all the Kitchen Outlet Sous Chef, Executive Sous Chef, Executive Pastry Chef, Senior Sous Chef to review the daily operation.

Procedure :

The Kitchen Daily Operation Meeting is held daily at 10 am in the Chef Meeting Room.

There should be no cancellation of this meeting and this includes on weekends and Public Holidays.

The meeting will not be minute.

All attendees should come to the meeting, a senior representative from the kitchen outlet must attend the meeting in their place.

The kitchen Daily Operation Meeting will be chaired by Executive Chef or an Executive Sous Chef

The duration of the kitchen Daily Operation Meeting should be no more than half an hour.

Persons attending :

Executive Chef	Executive Sous Chef
Executive Pastry Chef	Senior Sous Chef
Outlets Chef	Chief Baker
Butcher	

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DAILY KITCHEN BRIEFING

Purpose :

To assemble the outlet kitchen team and to relay information given in the kitchen Daily Operation Meeting which directly relates to the day's operation. The purpose of the meeting is also to delegate and assign duties, plan and organize all phases of food service, analysis and follow up on given situations, aim at achieving higher guest satisfaction and consistency in food standards and strengthen the team work environment.

Procedure :

The Executive Sous Chef and/or Outlet Chefs **must** carry out daily kitchen briefings before every meal period on a daily basis.

These briefings are conducted by the Executive Sous Chef and/or Outlet Chefs in the presence of all his/her the kitchen staff.

Duration of these briefings should be no longer than 10 to 15 minutes.

These briefings are not to be used to debate problems of a personal natures, but to discuss issues which are directly related to the operation.

Persons attending :

Executive Sous Chef
 Outlet Chef
 All kitchen Employees

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BANQUET MEETING

Purpose :

To establish a proper communication line with all peoples involved in the planning, preparation and service of all functions.

To review the service procedures for all functions from the previous and for the following week.

To Confirm special requests for functions.

To relay information and to promote cross communication.

To analysis and follow up on given situations.

To create a healthy social departmental atmosphere.

Procedure :

On a weekly basis all attendees as listed below will attend a departmental meeting to discuss the banquet operation. This meeting may be attended by the Food & Beverage Manager and Executive Chef.

This department meeting should be scheduled at a fixed time and day every week.

Minutes of the departmental meeting should be taken and submitted to both the Food & Beverage Office and Chef's Office for review and subsequent follow up.

Persons attending :

Senior Sous Chef
 Executive Pastry Chef
 Sous chef – Garde Manger
 Junior Sous Chef Banqueting
 Chief Steward

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OUTLET COMMUNICATION MEETING

Purpose :

To establish a proper communication line between management and outlet staff.

To relay information and to promote cross communication.

To analysis and follow up on given situations.

To create a healthy social departmental atmosphere.

Procedure :

Each outlet manager and outlet chef will schedule a departmental meeting for their outlet on a monthly basis. The agenda for this meeting will be submitted to the food and beverage office and Chef's office prior to the meeting taking place.

This meeting will be chaired by the outlet restaurant manager, Food & beverage manager and assistant Food & beverage manager, Executive Chef and Executive Sous Chef.

This department meeting should be schedule at a fixed time and date every month.

Minute of the department meeting should be taken and submitted to both the Food & Beverage office and Chef's office for review and subsequent follow up.

Persons attending :

Kitchen Employee	Service Employee
Outlet Chefs	Sous Chef
Outlet manager	Assistant outlet manager
Chief Steward	Executive Sous Chef

Please note that the outlet Manager and Executive Sous Chef will continue to meet on weekly basis.

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FOOD AND BEVERAGE SENIOR MANAGEMENT MEETING

Purpose :

- To outline all future marketing activities in the food and beverage area.
- To plan future events and promotions.
- To relay information related to the operation.
- To analysis and follow up on given situations.
- To discuss all financial matters related to the Food & Beverage or related departments.

Procedure :

On a monthly basis, the Food & Beverage Office, banquets Office and Chef's Office will schedule a Food & Beverage Management Meeting. This meeting will be attended by those persons specified below.

This departmental meeting should be schedule at a fixed time and date every month.

Minutes of the departmental meeting should be taken and submitted to those in attendance for review and subsequent follow up.

Persona attending :

Executive Chef
 Food & Beverage Manager
 Assistant Food & Beverage Manager
 Executive Sous Chef
 Senior Sous Chef
 Banquet Sales Manager
 Banqueting Service Manager

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KITCHEN MANAGEMENT WEEKLY MEETING

Purpose :

- To discuss and prepare for all future marketing activities in the Food and Beverage department.
- To discuss future events and promotions.
- To relay information related to the operation.
- To analysis and follow up on given situations.
- To discuss all financial matters related to the kitchens.

Procedure :

On a weekly basis, the Chef's Office, Executive Sous Chef and Outlet Chef will meet to discuss and co-ordinate the activities taking place in all the restaurants and function facilities at The Hotel .

This meeting will be attended by those persons specified below.

This departmental meeting should be taken and submitted to those in attendance for review and subsequent follow up.

Persons attending :

- Executive Chef
- Executive Sous Chef
- Executive Pastry / Bakery Chef
- Outlet Chef
- Garde Manger Sous Chef
- Chief Steward