

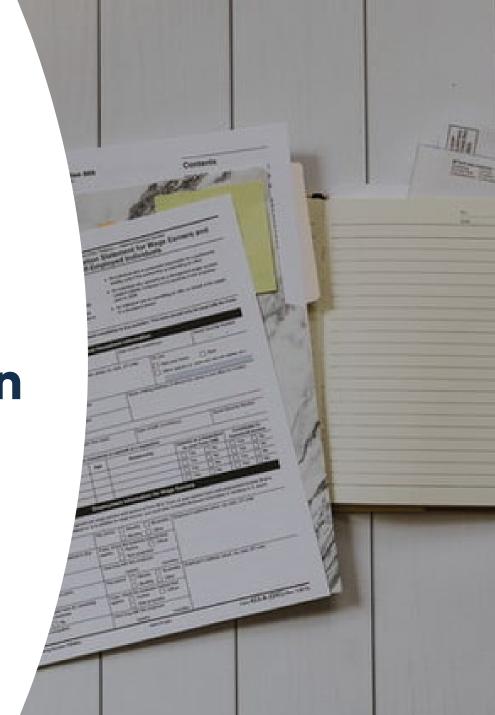


Hospitality and Catering

Kitchen documentation

Lesson 3

Understand what different documentation is involved in the effective running of a kitchen and become proficient in completing it correctly.





Time sheets

Filled in daily by staff to record hours worked. This ensures that staff are paid correctly.

Timesheets can be checked with payslips.





Time sheets

Allow managers to check that staff costs are not too high. It can help to plan staffing rotas at busy and quiet times.





Time sheets and the law

All staff will have to pay tax and national insurance. Timesheets allow for the correct amounts to be paid to the HMRC.





Consequences of not filling in time sheet

- Staff will be paid incorrectly
- Staff will become upset and demotivated
- Staff may want break the law and to steal





Problems with financial sheets and records

If you suspect that forms are not correct, you must inform your supervisor.

Delivery problems, communicate with your suppliers or supervisor.





Reporting

In large businesses you can report problems to other people or departments:

- Stock controller
- Accounts department
- Head of department





Revision Activity 3

What is a consequence of not completing a time sheet correctly?