



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?**