



Hospitality and Catering

Kitchen documentation

Lesson 1

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





Learning objectives

- List the different types of documentation completed in a kitchen
- State the function of kitchen documentation
- Summaries the importance of completing purchase order documentation correctly
- Identify the consequences of not receiving or checking delivery notes
- Outline the purpose of invoice checking and stock checks





Learning objectives

- Recognise the function of waste control documents
- Understand why time sheets should be completed correctly
- Explain how accidents and near misses are reported and why they are reported
- Describe the purpose of completing risk assessments
- List the types of HACCP and quality management system documents which are completed





Learning objectives

- Explain why temperature control documents are important
- Describe how documentation plays a role in proving due diligence
- Identify how long documentation should be retained for
- Understand the role of traceability using documentation
- Recognise the effects of making fraudulent entries on documentation





Hospitality

Working in hospitality is not just about cooking and serving food and drink.

It is about keeping staff and customers safe and healthy.

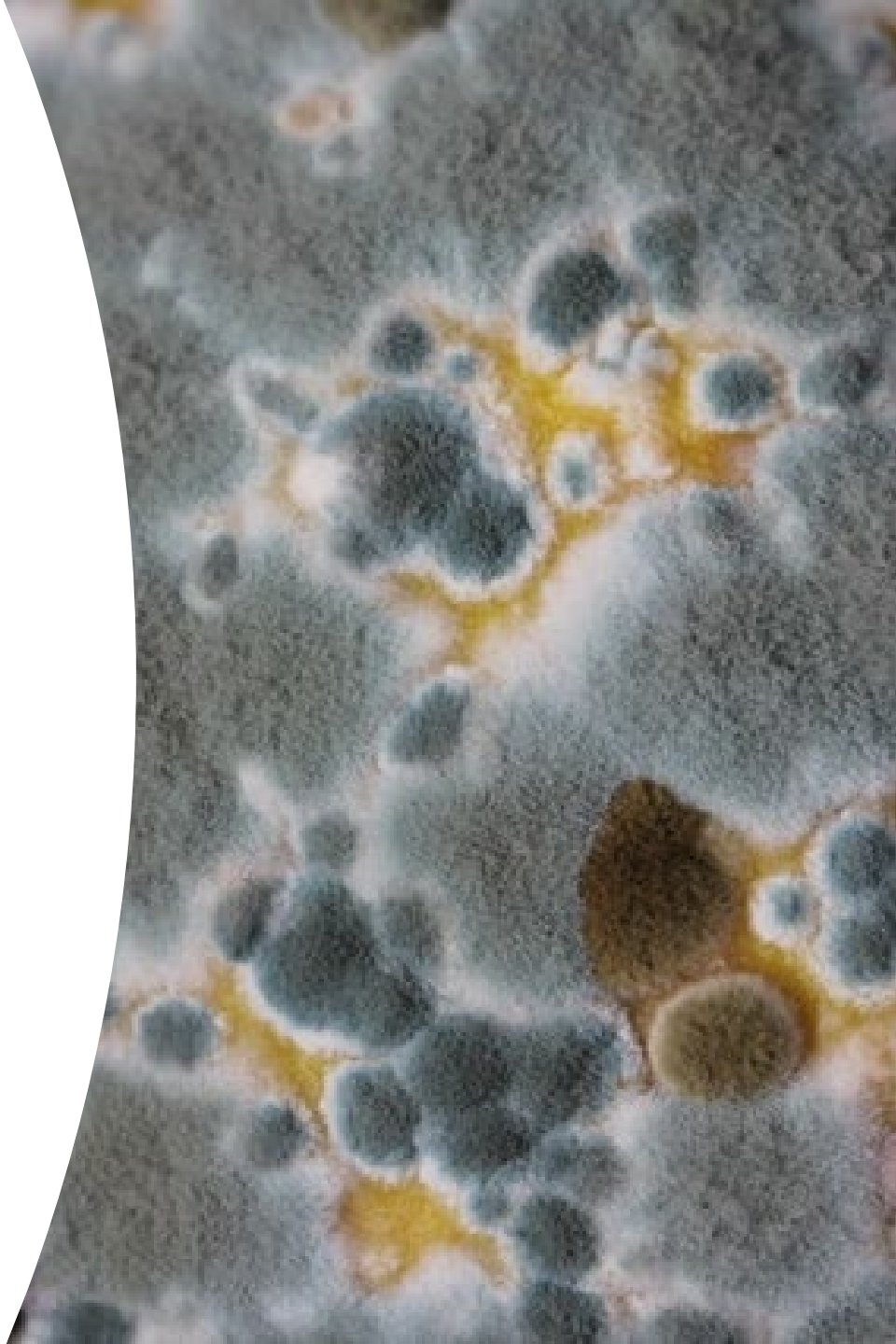
Documents ensure we do this legally.





Legal requirements

All food businesses must follow laws and procedure to keep staff and customers safe from accidents and food poisoning.





Legal requirements

Laws are also in place to protect suppliers and staff with payment for goods and services.





Different laws require different documentation

- Health and safety law : reporting accidents, faulty equipment, risk assessments
- Food Safety Act: HACCP documentation and quality management
- Financial: order books, stock control, time sheets, invoices





Why use documentation?

- It can be required by law
- Track and record problems to prevent them from happening again
- Evidence of following the law





Why use documentation?

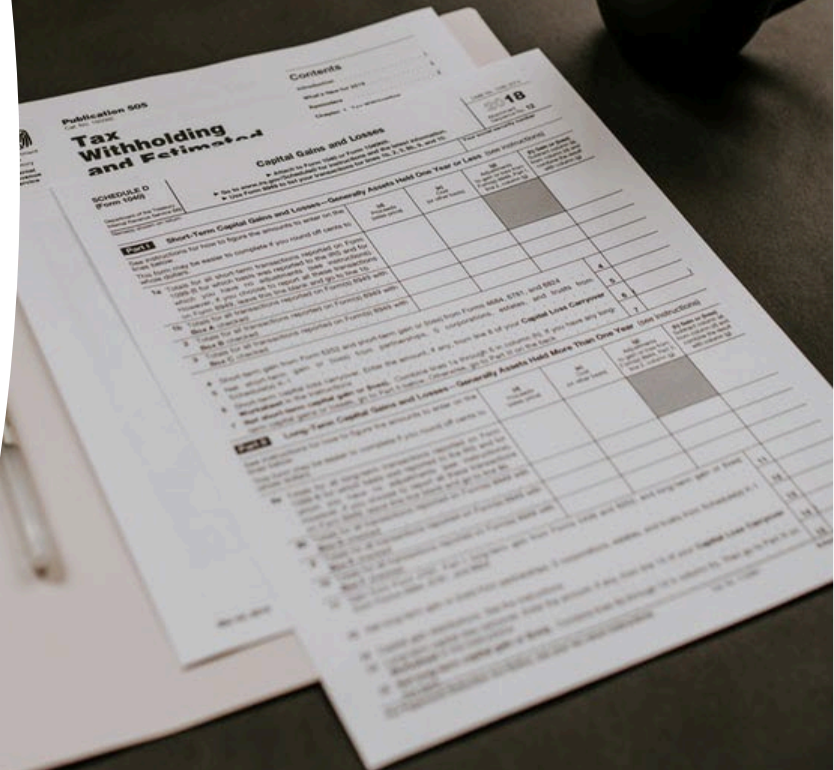
- Track and record temperatures
- Track financial interactions





Why use documentation?

- Track health and safety
- Track staff working hours





Why use documentation?

- They can be used as evidence that jobs have or have not been completed
- They can highlight mistakes
- Highlight breakdown in communication





Revision Activity 1

**Name two documents
used in hospitality and
catering?**