



Hospitality and Catering

Kitchen documentation

Lesson 2

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





Purchase Order books

- Completed daily by checking refrigerators and stores, adding the product and quantity required for ordering
- Used for placing daily orders with food suppliers





Purchase Order

- Purchase orders can be used to check against problems with deliveries
- Checking what was ordered and what was delivered





Consequences of not filling in purchase orders

- Food items will not be ordered
- Food stocks will run short





Consequences of not filling in purchase orders

- Menu items will not be available
- Incorrect deliveries





Delivery note

Provided by the supplier when goods are delivered. It is proof of delivery and we must check the note with products that have been delivered.





Delivery note

Notes are kept and used to cross check with purchase orders and supplier invoices.





Consequences of not receiving or checking the delivery note

Orders may be missing items that where ordered.

Suppliers might over charge for missing items.





Consequences of not receiving or checking the delivery note

The supplier may not get paid because there is no evidence that a delivery took place.





Invoices

These are sent monthly from the supplier. It is a request for payment for the goods that have been delivered.





Invoices

Payment time can be 1 week to 3 months after delivery of receipt.





Checking invoices

Invoices will replicate the information on delivery notes.

We can check to ensure there are no extra charges.





Checking stock

If we know how much has been sold, then we should know how much stock is left in the kitchen.



Stock control sheets

This is a complete list of all the food that is in the kitchen.
Checked weekly or monthly.





Stock control sheets

Stock is counted and compared against sales of food.





Stock control sheets

They ensure that stock does not go missing or highlight that stock is being wasted.

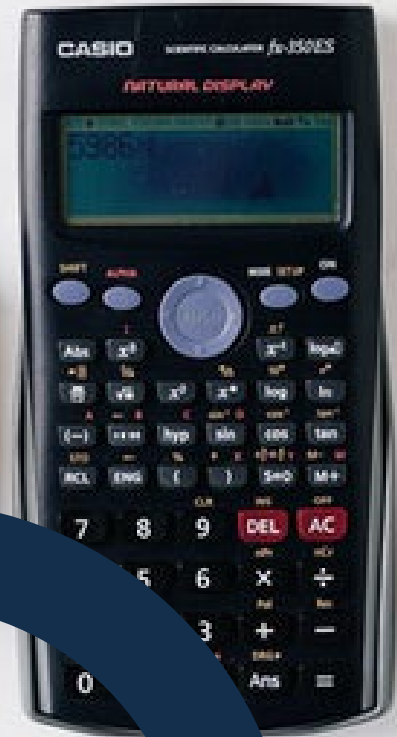
This keeps costs down.





Waste control sheets

If we throw out produce which has gone past its used by/best before date, then the stock sheet will highlight that stock is missing.





Waste control sheets

Waste sheets record wastage and help to keep a record of missing stock.





Consequences of not recording waste

It will look like stock is missing.

People can be accused of stealing.

It may look like customers are being
given food free.



Revision Activity 2

What is a consequence of not filling in a purchase order correctly?