



Hospitality and Catering

Kitchen documentation

Lesson 6

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





Written recording

Documents that require hand written entries should be clear, signed and dated. This records who was present and can be cross referenced with time sheets.





Digital recording

Mobile devices can now be used to record most information, digital signatures, time and date.

Digital documents will all interlink and cross reference automatically.





Obtaining documents

Large companies usually provide all their own paperwork.

Smaller businesses can create their own documents or buy books.

Documents should be stored in none food areas – Chefs office





Keep copies

All documents should be kept for at least 3 years. In a paper form or digital.





Keep confidential

All records should be considered confidential. This protects the business legally.

Employee records should be kept confidential and not shared with anyone unless you have their consent.





Fraudulent entries

Purposely filling in any documentation with incorrect information can result in fines and imprisonment.





Fraudulent entries

It can be seen as a way to divert and to avoid costs at the cost of peoples health and safety. It is illegal.





Fraudulent entries costs lives

Not addressing risks, results in poor training and can potential end with someone losing their life.





Fraudulent activity is bad for business

It can destroy the good reputation of a business and lead to poor staff morale. Nobody wants to work in a place where health and safety is ignored or classed as unimportant.





Revision Activity 6

How long should you keep documents for?