

PRACTICAL EXAMS- FOOD AND BEVERAGE STORES

CODE: P032

Section: Food & Beverage Stores

Policy Owner: BOG

Procedure Owner: Stores Head of Department

Purpose

A procedure for the preparation of exams' requisitions and equipment in the kitchen and the communication between the lecturers and the F&B stores personnel.

Scope

To guide the lecturer on how and when to submit requisitions to the F&B stores and guide the stores personnel in procuring, preparing and executing the exams.

Staff responsible for procedure

All lecturers/Senior Store keeper/Team Leader – Kitchen and Restaurant Assistants/Head of Department

Responsibilities and Monitoring

- The lecturers are to double check that exams' requisitions are handed in according to the exam timetable.
- The Senior store keeper is to ensure the requisitions and equipment lists are received in a timely manner.
- The Head of Department in procuring the requested products,
- The Storekeeper and kitchen and restaurant assistants in preparing and delivering the food items to the designated venue and preparing the kitchens as requested by the designated lecturers.

Procedure

- Lecturers provide a double-checked food requisition, compiled in the requisition and must include time, date, venue and number of students taking part in the exam.
- The time, date, venue, and number of students are according to the schedule provided by the scheduling department.
- The lecturer must also provide a detailed equipment list needed for the execution of the exams. This list must be submitted at least 4 weeks before the exam to be able to procure any missing equipment.
- The requisition and equipment list must be sent to the Academic coordinator for approval.
- Requisitions and equipment lists must be sent by email to Food Stores on requisitions@its.edu.mt copying the Food & Beverage Head of Department and the Senior storekeeper.
- The products are presented in the exam in bulk for the students to choose products or, individually presented in boxes, depending on the lecturer's request.
- The storekeeper must prepare the product list according to the quantities in the exam requisition.
- The kitchen & restaurant assistant must ensure the equipment list demands are met and report to the head kitchen & restaurant assistant if any equipment is not available.
- Kitchen & restaurant assistants must be present in class during the whole duration of the exam.