

SOP EQUIPMENT STORE TRANSFER TO LESSON - FOOD AND BEVERAGE **STORES**

CODE: P045

Section: Food & Beverage Stores

Policy Owner: BOG

Procedure Owner: Stores Head of Department

Purpose

The transfer of equipment to and from the equipment store based on the Lecturer's requests.

Scope

To guide the **Kitchen Assistants and Team Leader (Kitchen and Restaurant Assistants)** about the cycle on how to transfer any requested equipment by the Lecturer, to and from the equipment store and all the relative documentation.

Staff responsible for procedure

Kitchen Assistants/ Team Leader (Kitchen and Restaurant Assistants)/F&B Academic Manager/Stores Head of Department and Lecturer.

Responsibilities and Monitoring

The Team Leader (Kitchen and Restaurant Assistants) and the F&B store Manager/ Stores Head of Department and Lecturer.

Procedure:

- The Lecturer must send the list of the required equipment to the Team Leader (Kitchen and Restaurant Assistants) 2 weeks before the lesson date.
- The Team Leader (Kitchen and Restaurant Assistants) shall give a copy of the list to the respective Kitchen Assistant.
- Kitchen Assistant shall collect the requested equipment from the Team Leader (Kitchen and Restaurant Assistants).
- The Kitchen Assistant checks the equipment and signs the provided form to confirm that all equipment requested by the Lecturer is given and transferred to the kitchen.
- Kitchen assistants must hand in the requested equipment **directly** to the lecturer and the lecturer should ensure that all equipment is provided by signing the form.
- At the end of the lesson, the Lecturer must make sure to collect the equipment from the students; the equipment is inspected by both Kitchen Assistant and the Lecturer. Both parties must make sure that all equipment is returned and in the same condition as provided and sign the Returns form.
- Equipment shall be returned to the Team Leader (Kitchen and Restaurant Assistants) to be stored back in the store.
- In case of missing equipment, the kitchen assistant shall report to the Team Leader (Kitchen and Restaurant Assistants) immediately. The lecturer, the venue, the time and the missing equipment is listed in a provided form and signed by the Kitchen Assistants and the lecturer.
- Broken equipment must be reported at once to the Team Leader (Kitchen and Restaurant Assistants), and the F&B Academic Manager thereafter, so that necessary action will be taken.

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Records management

- Staff must maintain all relevant records in a soft copy and/or hard copy to administer this policy and procedure.
- These records must be kept for 2 years.
- All relative documentation must be stored in clearly specified file in the PC or Laptop, backed by copies in SharePoint.

MISSING EQUIPMENT DURING LECTURE FORM

LECTURER _____ MODULE _____

VENUE _____ TIME _____

EQUIPMENT MISSING	QTY	COMMENTS

LECTURER

KITCHEN ASSISTANT