

# SOP KITCHEN TO KITCHEN EQUIPMENT TRANSFER - FOOD AND BEVERAGE **STORES**

CODE: P046

Section: Food & Beverage Stores

Policy Owner: BOG

Procedure Owner: Stores Head of Department

## **Purpose**

The procedure for recording transfer of equipment between the kitchens.

## **Scope**

To guide the Kitchen assistants how to record and follow up any transfer of equipment to and from their assigned kitchens.

## **Staff responsible for procedure**

F&B Lecturers/Kitchen Assistants/Team Leader - Kitchen and Restaurant Assistants / F&B Head of Department.

## **Responsibilities and Monitoring**

Monitor that procedure is in line with ITS policies and any emerging issues. The Food & Beverage stores Head of Department and Team Leader - Kitchen and Restaurant Assistants are responsible to oversee this procedure.

## **Procedure:**

- NO EQUIPMENT MUST BE MOVED from on kitchen to another.
- Equipment may only be moved in case of emergency or, unforeseen circumstances.
- The equipment is transferred only if a request is submitted a day prior the lesson by email to the Team Leader - Kitchen and Restaurant Assistants.
- The Kitchen Assistants of both kitchens are advised about this transfer.
- The Kitchen assistant transferring the equipment must fill in the provided form that indicate the equipment needed, the location of the transfer, time the equipment is required and the form is signed by both Kitchen assistants.
- The Kitchen assistant receiving the equipment is responsible to return the equipment once the Lecturer is no longer in need of the equipment.
- Once the equipment is returned, the supplying Kitchen assistant shall sign as an approval of receiving the equipment in its original condition at time of the transfer.

## **Records management**

- Staff must maintain all relevant records in a soft copy and/or hard copy to administering 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.

**INSTITUTE OF TOURISM STUDIES**

**KITCHEN-TO-KITCHEN EQUIPMENT TRANSFER FORM**

SUPPLYING KITCHEN ASSISTANT \_\_\_\_\_

RECEIVING KITCHEN ASSISTANT \_\_\_\_\_

TRANSFER FROM \_\_\_\_\_ TRANSFER TO \_\_\_\_\_

REQUESTED BY \_\_\_\_\_ TIME \_\_\_\_\_

EQUIPMENT REQUESTED	QTY	ADDITIONAL COMMENTS

\_\_\_\_\_  
SUPPLYING KITCHEN ASSISTANT

\_\_\_\_\_  
RECEIVING KITCHEN ASSISTANT

\_\_\_\_\_  
EQUIPMENT RECEIVED AS PROVIDED